

CONFIRMED MINUTES

BOARD MEETING

At the **Board meeting** on **19 Aug 2022** these minutes were **confirmed as presented**.

Name:	The Management Agency National American Foulbrood Pest Management Plan
Date:	Tuesday, 29 March 2022
Time:	8:30 am to 4:45 pm
Location:	Zoom, Zoom
Board Members:	Mr Russell Marsh, Dennis Crowley, Gabriel Torres, Jason Ward, Mark Dingle (Chair), Val Graham, Murray Lewis
Attendees:	Clifton King, Dwayne Hill, Jan MacKay, Janette Gwilliam, John Sanson, Marco Gonzalez, Mike Harre
Apologies:	Hayley Praghert

1. Board Only Session

1.1 Board Only Session

The Board confirmed that Mark Dingle would become Chair of the Management Agency Board effective 1 July 2022, and that Val Graham would continue as Deputy Chair.

2. Minutes and Actions

2.1 Confirm Minutes of 17 February 2022 Board meeting

Board meeting 17 Feb 2022, the minutes were confirmed with the following changes:
Change minutes section 3.5 to add benchmarking in addition to performance reviews



Confirm Minutes of 17 February 2022 Board meeting

The Board minutes are approved subject to the changes noted above.

Decision Date: 29 Mar 2022
Mover: Gabriel Torres
Seconder: Dennis Crowley
Outcome: Approved



Operations Managers to review and identify DECA's that may no lon...

Operations Managers to review and identify DECA's that may no longer be fit for purpose

Due Date: 29 Jul 2022
Owner: Clifton King



Add "Matters Arising" (from minutes) agenda item for future Board meetings

Board agenda's will benefit from a 15 minute item to discuss matters arising from the board minutes.

Due Date: 27 May 2022

Owner: Clifton King

2.2 Action List

Due Date	Action Title	Owner
21 May 2021	Mike to seek legal advise of the applicability of s53 of the Bios... Status: In Progress	Mike Harre
17 Jan 2022	COVID vaccination passes Status: Completed on 25 Feb 2022	Mr Russell Marsh
31 Jan 2022	Advise training organisation CEOs of NZ's beekeeping laws Status: Completed on 28 Feb 2022	Clifton King
31 Jan 2022	Clifton to ask Payroll to check that leave entitlements for all e... Status: In Progress	Clifton King
18 Feb 2022	Obtain second quote for security audit Status: Completed on 11 Mar 2022	Val Graham
4 Mar 2022	Investigate critical service eligibility for Close Contact Exemption Scheme Status: Completed on 25 Feb 2022	Clifton King
4 Mar 2022	Clifton to investigate why YTD telephone expenditure is so low co... Status: Completed on 2 Mar 2022	Clifton King
4 Mar 2022	Doodle Poll for next Board meeting Status: Completed on 14 Mar 2022	Clifton King
15 Apr 2022	Remuneration Policy Status: Completed on 25 Mar 2022	Clifton King
15 Apr 2022	AP2 Remuneration Status: Completed on 13 Aug 2022	Clifton King
15 Apr 2022	Apiary Inspection Capacity Status: On Hold	Clifton King
15 Apr 2022	Amendments to Operations Report Status: Completed on 25 Mar 2022	Dwayne Hill
15 Apr 2022	Communication to large commercial beekeepers Status: In Progress	Dwayne Hill
31 Aug 2022	Investigation of the relative costs of fulltime versus part-time AP2s Status: Not Started	Clifton King

Mike noted that his action item to seek legal advice had been completed. He was now waiting final approval for a general permission.

2.3 Interests Register

Noted.

3. Management Papers

3.1 National Compliance Manger Report

Clifton presented his National Compliance Managers report to the Board. Matters arising from the report are noted below:

- The Board expressed concerns about the time and resources OIAs and Ombudsman investigations were taking. Clifton advised that most requests for information were dealt with simply and quickly. However two OIAs/Ombudsman's were taking investigations were

taking significant time and effort. The application of the Official Information Act to these requests had significantly more legal complexity than had been anticipated.

- The Board noted that the AFB training policy may need to change after the government had announced the detail of changed announced to the COVID Protection Framework.
- The Board noted that New Zealand Beekeeping Inc has decided to submit a proposal on the plan order to the Minister. The Board noted that while this decision may confuse beekeepers, it did not change the work the Management Agency needed to complete to submit a proposal to the Minister.

3.2 Round Two Consultation

Jan presented the qualitative analysis of submissions to Board. The Board complimented Jan on the quality of her report.

They also noted what appeared to be a duplicate bullet point in paragraph 11 of the executive summary and asked Jan to investigate.

Clifton presented the draft consideration of respondent views for consideration by the Board. Key discussion points are noted by theme as follows:

- Theme 1: Training courses could be targeted to meet the needs of different groups of beekeepers
 - Hobbyist and Commercial beekeepers do have different training needs. Both Hobbyist and Commercials require training to recognise AFB. Commercials also require additional training to manage AFB.
 - Beekeeper employees do need to be trained to recognise AFB as the Management Agency has identified AFB problems where commercial beekeepers employee's have not been adequately trained.
 - The cost of training courses was discussed. The board considered that the Management Agency should continue charge for the initial training courses, but that the Management Agency should consider making Online Refresher Training free of charge to encourage participation.
- Theme 2: Content, value, and accessibility of training could improved, including providing online training.
 - Insert missing word "of" in third paragraph.
- Theme 3: Loss of privacy, costs, and misinterpretation of test results are potential risks.
 - No changes.
- Theme 4: Notifying transfers of beehive ownership within seven days is a tight time frame
 - Change the proposed timeframe for notification to 14 days
- Theme 5: Requirement to provide registration numbers could be extended to other situations, and clarity is needed about requirements for new unregistered beekeepers
 - No changes
- Theme 6: Dog use will need to subject to clear guidelines and safeguards. They may be costly and unreliable, and a risk to livestock and pets.
 - No changes
- Theme 7: Additional prevention and surveillance measures are needed, including independent inspections, hive movement control, focus on high-risk sites and non-compliance, and cost-effective testing tools
 - The response to this theme should provide better context of the support available and beekeeper non-compliance.

- Theme 8: Powers to destroy infected hives need to be subject to clear and fair decision-making process, with safeguards in place that prevent abuse and support beekeepers to destroy infected hives
 - No changes
- Theme 9: Offences are not all equally serious and need to be well defined. Fines are a last resort against beekeepers who keep breaking the rules
 - More information describing the process for implementing infringement fines is required
- Theme 10: Increased regulation was seen as heavy-handed by some, while it was welcomed by others. It is important that any new requirements are well communicated, and are fairly and carefully applied
 - No changes
- Theme 11: Clarity about the benefits, costs, and risks is needed.
 - No changes
- Theme 12: Non-compliance is a key concern and there is a risk noncompliant beekeepers won't be affected by the proposed changes
 - No changes
- Theme 13: The Pest Management Plan, its management, and the review process can improve
 - No changes

3.3 New Zealand Beekeeping Inc Request



New Zealand Beekeeping Inc request to send out consultation materials on their behalf

The Board declined New Zealand Beekeeping Inc's request as:

- The Management Agency has already initiated an open and transparent consultation process to review the plan order.
- The Management Agency has offered New Zealand Beekeeping Inc the opportunity to meet with the Board to explain their concerns. New Zealand Beekeeping Inc has yet to take this opportunity up.
- New Zealand Beekeeping Inc and its membership have the opportunity to participate in the Management Agency's consultation process, and the Board encourages them to put forward their views by making submissions in the third round of consultation.

Decision Date: 29 Mar 2022
Outcome: Not Approved



Response to NZ Beekeeping Inc

Clifton to respond to NZ Beekeeping Inc on behalf of the Board.

Due Date: 4 Apr 2022
Owner: Clifton King

3.4 Official Information Act Request Policy

Clifton briefed the Board and the background and process for the development of the policy.

The Board highlighted the followed detailed changes required to the Processing OIA Requests section:

- 2.a: Remove extra "is"

- 2.b.ii: Check the use of the word "overwhelmingly" against Ombudsman documentation
- 6.a: Change word "amended" to "amendment"
- 8.b.i: Change word "quality" to "quantity"

The Board discussed whether information released under the OIA should also be posted on the Agency's website. The Board decided that released information should be posted on the website unless there were good reasons not to, e.g. the requestor had requested the release of sensitive information about their own beekeeping operation.

The Board noted that a copy of the OIA Policy will be sent to the Office of the Ombudsman once approved.



OIA Policy approval

The Board approved the new policy for responding to Official Information Act 1982 requests subject to the changes noted above

Decision Date: 29 Mar 2022

Outcome: Approved



Cancel policy 006: Charges for Providing Official Information under the OIA 1982

The Board agreed to cancel policy 006: Charges for Providing Official Information under the Official Information Act 1982 as it is superseded by the new OIA policy.

Decision Date: 29 Mar 2022

Outcome: Approved



Cancel policy 010: Requests under the OIA for disclosure of registered apiary locations

The Board agreed to cancel policy 010: Requests under the Official Information Act 1982 for disclosure of registered apiary locations as it is superseded by the new OIA policy.

Decision Date: 29 Mar 2022

Outcome: Approved

3.5 Management Agency Staff Remuneration

Clifton presented the updated staff remuneration policy to the Board.

The Board noted that the paragraph "The Management Agency reserves the right to freeze remuneration increases....." should be removed as it is superfluous and already covered by other aspects of the policy.

The Board discussed the appropriate parameters for staff remuneration for this remuneration round with Clifton.

The Board enquired about the process for setting Board remuneration. Clifton advised that it was set according to the relevant Cabinet Circular. Mark advised how this worked in practice in other organisations.



Staff Remuneration Policy

The Board approved the Staff Remuneration Policy subject to removal of the paragraph noted above.

Decision Date: 29 Mar 2022

Outcome: Approved



Staff remuneration recommendations

Clifton to recommend staff remuneration changes to the Board for approval.

Due Date: 27 May 2022

Owner: Clifton King



Cabinet Office Circular remuneration ranges

Clifton to advise the Board of the current Board remuneration set in the relevant Cabinet Office Circular.

Due Date: 8 Apr 2022

Owner: Clifton King

4. Matters for Noting

4.1 Operations Manager Report

The Board enquired about AFB in a commercial beekeepers Hawkes Bay operation. Clifton informed that Board that the Hawkes Bay operation had a different manager, and that it was disappointing that the work Dwayne had done regarding his other operation had not resulted in changes in the Hawkes Bay. Dwayne had followed up on the inspection findings with the beekeeper, and the Management Agency will be monitoring the beekeepers hives closely to check that agreed changes to AFB elimination practices were being implemented.

The Board sought clarification about the destruction of another beekeepers hives. Clifton undertook to follow up with Marco and advise the Board.



Operations Manager Report follow-up Clifton

Clarify the destruction of beekeepers hives

Due Date: 8 Apr 2022

Owner: Clifton King

4.2 Health and Safety Report

Noted

4.3 Training Report

Noted

4.4 2021 Budget Forecast

Noted



Clifton to change formatting of finance reports so that negative ...

Clifton to change formatting of finance reports so that negative numbers are in brackets.

Due Date: 20 May 2022

Owner: Clifton King

4.5 Complaints Report

Noted

5. Other Business

5.1 AFB Trainer contract

The Board agreed that an AFB Trainer was in breach of his Accredited AFB Recognition Course Trainer Agreement, namely clauses:

- 1.3.7 : The trainer will work co-operatively with the Board's Manager and other employees
- 1.3.9: The trainer will not do anything to prejudice the good name of the Board in his/her dealings with third parties.

The Board advised that the contract should be terminated under clause 6.1.



Terminate AFB Trainer Contract

Clifton to terminate AFB Trainers contract under section 6.1

Due Date: 29 Apr 2022

Owner: Clifton King

6. Close Meeting

6.1 Close the meeting

Next meeting: No date for the next meeting has been set.

Signature:_____

Date:_____