

**THE MANAGEMENT AGENCY**

**AMERICAN FOULBROOD NATIONAL PEST MANAGEMENT PLAN**

**Policy Document**

**Policy Number:** AFB/22/0/11 - 027

**Policy Title:** Invoicing, Payment and Collection of Levy

**Legislation:** Biosecurity Act 1993  
Biosecurity (American Foulbrood Apiary and Beekeeper Levy) Order 2003  
Privacy Act 1993

**Scope:** The Management Agency represented by the Board of Management (The Board) of the American Foulbrood National Pest Management Plan has a duty to levy and collect payment from each registered beekeeper in New Zealand in accordance with clauses 4 through 23 of the above Order.

**Policy Statement:**

- AsureQuality (contractors) will generate levy invoices, on Management Agency letterhead based on declared beekeeper apiary numbers on the apiary data base as at midnight on 31 March of each year. AsureQuality will at the same time provide a copy of all invoices raised (on memory stick) to the Board's collection agency, Debtworks New Zealand Ltd.
- Debtworks New Zealand Ltd will provide the Board with a letter of assurance in regards maintaining total privacy of the invoice details as supplied.
- AsureQuality will arrange for invoices (along with an explanatory covering letter on Management Agency letterhead) to be mailed to all levy payers by no later than 20 April of each year.
- The Manager will arrange for all beekeepers (levy payers) to be contacted by email confirming they have been sent a levy invoice and if not received requested to contact the Manager's office requesting same. This communication is to occur 7 days after the mailing of invoices.
- AsureQuality will undertake to provide the Manager of the AFB PMP with an Excel spreadsheet that will include all relevant invoicing detail for importing into the AFB PMP software accounting system.



- The Manager will arrange for Debtworks New Zealand Ltd to receive on a timely basis a report generated from the AFB PMP software accounting programme detailing levy payments received.
- The Manager must ensure that a statement of account is sent to all outstanding levy payers not less than 28 days before 1 June of each year. The statement of account will be sent out by Debtworks New Zealand Ltd on Management Agency letterhead.
- The individual levy invoices must be paid in full on or by 1 June.
- If payment is not received by 15 June of each year defaulting levy payers will be handed over to Debtworks New Zealand Ltd who will take responsibility for managing and collecting the outstanding debt Correspondence will be on Management Agency letterhead and will request payment be made direct to the Management Agency by 15 July.

Note: Monies owing after 15 June will incur late payment penalties as set out in clause 14 of the Order 2003.

- If payment has not been received by 15 July, Debtworks New Zealand Ltd will proceed to recover the debt using legally accepted commercial debt collecting practice.

Note: Clause 6 (2) of the Levy Order 2003 provides for the Management Agency or it's agent (Debtworks New Zealand) in this case to recover cost of collection.

**Appendix 1:** Initial Covering Letter (April)  
**Appendix 2:** Debtworks New Zealand Ltd June Letter.  
**Appendix 3:** Debtworks New Zealand Ltd July Letter.

**Effective Date:** 16 September 2016

**Review Date:** 16 September 2018



John Hartnell  
 Chairman AFB PMP Management Board

Date 18.9.16