



**THE MANAGEMENT AGENCY**  
**AMERICAN FOULBROOD NATIONAL PEST MANAGEMENT PLAN**

**Policy Document**

**Policy Number:** AFB/22/0/11 - 028

**Policy Title:** **Manager's Delegated Authority to Pay Accounts Under \$5,000**

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

**Scope:** The Management Agency represented by the Management Board of the American Foulbrood National Pest Management Plan has a duty to ensure all accounts payable are paid in accordance with accepted business practice.

**Policy Statement:** The National Compliance Manager (Manager) has the delegated authority to approve the payment of accounts payable up to \$5,000 (GST Inclusive) without a counter signatory or authorising Board member.

The Manager will in matters of capital purchases such as printer or similar require a second signatory.

The Manager retains the right when considered appropriate to seek approval for any purchase from a second signatory.

**Effective Date:** 31 March 2021

**Review Date:** 31 March 2023

Russell Marsh  
Chairman AFB PMP Management Board

Date 5 April 2021

