

## THE MANAGEMENT AGENCY

### AMERICAN FOULBROOD NATIONAL PEST MANAGEMENT PLAN

## Policy Document

**Policy Number:** AFB/22/0/11 - 001

**Policy Title:** Remuneration of AFB Inspector Contractors

**Scope:** Policy relates to beekeepers holding authorised persons level 2 status (AP2) who undertake AFB related inspections under contract on behalf of the Management Agency.

**Policy Statement:** The Management Agency will pay (and/or reimburse) all contracted AFB inspectors (dedicated or other) as follows,

- For all hours worked – an hourly rate of \$36.00 plus GST (if applicable)
- For preparedness time – an allowance of \$18.00 plus GST (if applicable) per day of work, to cover phone call time, liaison with the Management Agency and/or AsureQuality.
- An equipment allowance of \$10.00 per day of inspection.
- A vehicle allowance of \$0.73 per kilometre travelled.
- Full reimbursement of all telephone expenses related to inspection.
- Full reimbursement of all motel related expenses including meals.

**Note:** Reimbursement will be made on a fair and reasonable basis with receipts provided as appropriate.

Equipment if supplied must be returned in good working order at the termination of the individual contractor agreement.

**Rationale:** The Management Agency recognises that AFB inspectors are contractors and therefore must meet their own employment related costs.

The hourly rate commences at the start of the day when the inspector leaves his/her place of residence or accommodation, and ends on his/her return.

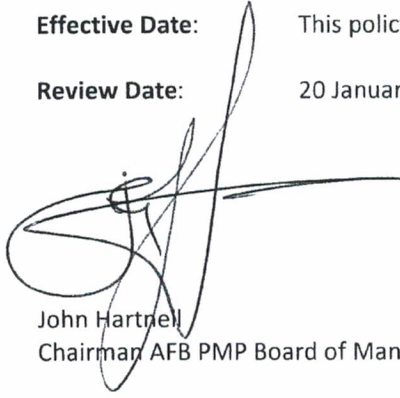
The Management Agency promotes through the AFB Authorised Person Health and Safety Guidelines (July 2016) safe driving and the safety of its contractors, therefore it is recommended that overnight accommodation is used rather than contractors travelling over long distances late at night.

**Procedures:** The Management Agency will only approve payment when provided with a standard invoice and supporting receipts. Invoices must be submitted on the Agency invoice template.



**Effective Date:** This policy will be effective from 8 January 2018.

**Review Date:** 20 January 2019

A handwritten signature in black ink, appearing to be 'John Hartnell', written over a horizontal line. The signature is stylized with loops and a long horizontal stroke extending to the right.

John Hartnell  
Chairman AFB PMP Board of Management

Date 14.12.17.