



THE MANAGEMENT AGENCY

AMERICAN FOULBROOD NATIONAL PEST MANAGEMENT PLAN

Policy Document

Policy Number: AFB/22/0/11 - 031

Policy Title: **AFB PMP Refresher Course Trainer Remuneration and Organisation (Administration).**

Policy Statement: A key element underpinning the AFB PMP Management Board's desire to achieve its AFB eradication objectives is to provide training in the identification and destruction of AFB. This policy relates to the facilitation and administration of AFB refresher/awareness courses.

Note 1: These courses do not involve a test/assessment at the conclusion.

Note 2: These courses do not replace the current AFB Recognition Courses that have a test/assessment component.

Scope: Policy relates to the remuneration of AFB refresher/awareness trainers including organisation and administration provisions.

Procedures; **Refresher/Awareness Trainer Remuneration**

The AFB PMP Management Board will pay (and/or reimburse) all contracted AFB refresher/awareness trainers as follows;

- Venue hire including tea, coffee etc.
- Accommodation for trainer as appropriate.
- All actual and reasonable expenses including meals
- Inland Revenue Department mileage rate
- Approved costs associated with course promotion.
- Purchase of post-paid envelopes.
- Trainer's hourly rate set in contract.

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

Administration Provisions

Attendance at all Refresher courses will be at a standard rate of \$30.00 per person.

The AFB PMP Management Board will retain on contract an independent contractor who will provide the appropriate administrative support that will include;



- Registrations for all planned courses.
- Receipt of attendance fees for all planned courses.
- Provision of registration details to trainers prior to course commencement.
- Maintain a record of attendance for forwarding to AFB PMP Management Board.
- Provide AFB PMP Manager with timely reports.

Rationale:

The AFB PMP Management Board recognises that AFB refresher/awareness course trainers are contractors and therefore must meet their own employment related costs.

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

The AFB PMP Management Board promotes 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.

The contractors must be cognizant of the AFB PMP Health and Safety Fatigue policy.

Procedures:

The Management Agency will only approve payment when provided with a standard invoice and supporting receipts.

Effective Date:

This policy will be effective from 20 April 2018

Review Date:

20 April 2021



John Hartnell
Chairman AFB PMP Management Board

Date 27/4/2018