

Are you **suffering** from an office **meltdown?**

This fun day full of useful tips and information on every aspect of running an efficient farm office is returning to NSW in 2011!

"An excellent day – great presenter full of valuable, practical information"

"Fantastic. Loved the humour – lightened what can be a boring, yet necessary chore"

"Can't wait to go back and organise my office"

Presenter **Jeanette Buegge** will cover the following topics:

- Office Design – where's the desk, I know it's here somewhere!
- Essential Office Equipment – the stapler you swiped from the kids is not good enough!
- Sorting The Mail – or how to reduce the "piles syndrome"
- Filing Systems – the good the bad and the ugly
- Farm Meetings – what, you expect us to communicate!!
- Physical Farm Records – what goes where and when, including QA records
- Staff – yes, they need to be paid and have super taken out, what a bummer
- Plus lots more

Where

Monday 1 st August	Hillston
Tuesday 2 nd August	Griffith*
Wednesday 3 rd August	Lockhart
Thursday 4 th August	Grenfell
Friday 5 th August	Boorowa



Courses run from 8.45am until 3:00pm. Cost of attendance is \$330 per person.

* Griffith workshop is being run with Murrumbidgee Irrigation please contact Katrina for more info.

RSVP due 22nd July 2011. Places are limited to 15 per workshop

This course is approved for FarmReady funding so the full cost can be claimed back.*

Cost includes notes, morning tea and lunch. Bookings confirmed with payment.

RSVP early because places are sure to fill fast!
For more information on these courses, please contact
Katrina on 0403 295 554 or nsw@partnersingrain.org.au.

* FarmReady application form *must be submitted at least 5 days prior* to commencement of the course for processing.

 Australian Government Department of Agriculture, Fisheries and Forestry Supporting primary producers in a changing climate	FarmReady Australia's Farming Future Primary producers can receive up to \$1500 reimbursement to attend approved training courses This is an approved FarmReady course Phone 1800 087 670 to see if you are eligible
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Farm Office Procedures Workshop

Registration Form and Tax Invoice

NSW Partners in Grain ABN 25 540 760 803 002



Surname

Given Name

Amount Due \$330.00 GST inclusive

Mailing Address

Phone

Fax

Email

Which Event:

Hillston

Lockhart

Grenfell

Boorowa

PAYMENTS & REGISTRATION DUE IN BY 22nd July 2011

Please register with the appropriate contact person for your course

Hillston – Monday 1st August

Venue – Ex Services Bowling Club

Contact – Katrina McDougall

P – 0403 295 554/ 6896 2293

E – nsw@partnersingrain.org.au

Lockhart – Wednesday 3rd August

Venue – Ex Servicemens Club

Contact – Mandy Strong

P – 02 6920 5593

E – wargam@bigpond.com

Grenfell – Thursday 4th August

Venue – Bowling Club

Contact – Katrina McDougall

P – 0403 295 554/ 6896 2293

E – nsw@partnersingrain.org.au

Boorowa – Friday 5th August

Venue – Ex Services Club

Contact – Katrina McDougall

P – 0403 295 554/ 6896 2293

E – nsw@partnersingrain.org.au

Ensure you list 'Office Wkshp and your surname' as narration to electronic payment.

EFT details: BSB 082-583 Acc. No. 571591967 Make cheques payable to NSW Partners in Grain

Post to: Katrina McDougall, 'Melrose', Condobolin, NSW 2877

This information is collected for the purpose of registering for a NSW Partners in Grain workshop but it may also be used to offer you services or promote NSW Partners in Grain programs. If you wish to receive any of this additional information please tick the box below.

I am happy to receive Partners in Grain information not directly related to my registration

Partners in Grain may use photos taken at this workshop on their website or in print media publications. Please indicate below if you give permission for publication of any photos which include yourself.

I give permission for publication of any photos taken of me at this workshop.

FARMREADY REIMBURSEMENT GRANTS

Partners in Grain's "Office Meltdown – Let's set the record straight" course has been approved for the FarmReady Grants Program.

FARM READY GRANTS - OUTLINE/GUIDELINES

- Grants for course costs available up to \$1500 per year (financial) for recognised approved FarmReady courses.
- Associated reasonable costs can be claimed separately to the \$1500 reimbursement grant up to \$500 per financial year – subject to approval from FarmReady administrator, invoices/receipts must be provided.
- A list of recognised FarmReady courses is available on the website www.farmready.gov.au
- An application form to attend an approved course must be completed for each participant and submitted to the program administrator **prior to commencing the course** (application forms attached)
- Pre-approval must be granted for each participant prior to attendance at each course.
- Claim for Reimbursement form to be submitted with invoices/receipts and course review within 30 days of course completion.
- Training course providers receive the payment for course delivery from participants – it is the responsibility of the participant to submit claims for payment.

STEPS TO FARMREADY APPLICATION

- Obtain course details from FarmReady website ie. Training provider, Course ID & Name
- Complete [course application form](#) including estimated costs and submit to FarmReady for approval at least 5-10 days prior to course commencement/date (we suggest 10 days)
- Course providers will invoice participant directly and payment is made directly to the course providers. Payment needs to be made to course provider prior to reimbursement claim being submitted (reimbursement claim submitted from receipt of payment)
- Certificate of Course Completion will be issued to participants by course provider
- Complete [claim for reimbursement form](#) and submit to FarmReady within 30 days of course completion (along with associated receipts & copy of course completion certificate). Course review form must also be completed by participant (course review forms part of the claim for reimbursement)

DOCUMENTS/INFORMATION

The following documents are available on the FarmReady website to download. Further information can be obtained by phoning or emailing FarmReady administration. (Please see contacts below)

- FarmReady Reimbursement Grants - Information Leaflet
- FarmReady Reimbursement Grants – Program Guidelines (January 2009)
- FarmReady Application Form
- FarmReady Claim for Reimbursement Form

PLEASE CONTACT FARMREADY IF YOU HAVE ANY FURTHER QUESTIONS

1800 087 670 Email: admin@farmready.gov.au Website: www.farmready.gov.au