



INSTRUCTIONS FOR PARTICIPANTS

Don't Be A Drifter – Advanced Spray Management

BEFORE THE COURSE

1. Register for the course

Complete the Registration Form, and send it to Nicole Maher at Murrumbidgee Landcare (nmaher@murrumbidgeelandcare.asn.au)

Nicole will then send you the FarmReady paperwork by email or post.

You will also receive a Tax Invoice - payment for the course, by cheque or bank transfer, must be made by the date of the course. If you wish to pay by cheque, you can hand the cheque in on the day, and it will be banked according to arrangements made with you.

2. Apply to the FarmReady Reimbursement Grants program

The course is FarmReady approved, meaning primary producers or those employed in a management role are eligible for a 65% rebate on the cost of the course. Additional funds are available to cover associated reasonable costs, such as excess travel, accommodation and childcare. *More information on the FarmReady Grant is provided on the following two pages.*

You must send the FarmReady Application form to the FarmReady Program Administrator at least **five days** before the course starts. For more information, please contact the FarmReady Program Administrator on 1800 087 670 or refer to www.farmready.gov.au.

AFTER THE COURSE

1. Claim your FarmReady reimbursement

After the course, you will be sent by post all the information you need to claim your refund from FarmReady. You must send the forms to FarmReady within 30 days of the course completion.

2. Claim your Murrumbidgee Landcare reimbursement

Murrumbidgee Landcare will reimburse the remaining cost of the course (\$231) directly to all Mirrool Creek Landcare members. This will be provided as a cheque mailed to your address, following receipt of your course payment.

If you would prefer to receive this reimbursement by direct bank transfer, please contact Nicole Maher to arrange: nmaher@murrumbidgeelandcare.asn.au, or 0487 953 776.

FarmReady Reimbursement Grants

Information for workshop attendees (full details at www.farmready.gov.au)

Who is eligible?

Primary producers who are:

- Owners/operators of a primary production enterprise, as determined by the Australian Taxation Office¹; or
- Managers² of a primary production enterprise, as determined by the Australian Taxation Office¹; or
- Immediate family of the owner/operator of a primary production enterprise, as determined by the ATO¹.

Reimbursement is not available to employees of Commonwealth, State and local government departments and agencies involved in primary production, fishing and forestry.

What can be claimed?

Primary producers can claim for: (1) Course costs, and (2) Associated reasonable costs. Participants must submit invoices and receipts for all items, under both categories.

(1) Course costs

Claims can be made for a maximum of \$1,500 per person, per financial year for FarmReady approved training courses/workshops.

(2) Associated reasonable costs

Claims can be made for travel, accommodation, meals and child care, associated with attending a FarmReady approved training course/workshop. Claims are capped at a maximum of \$500 per financial year.

Associated reasonable costs may include:

- Travel by car, if the distance is more than 150 km one way, at the ATO defined rate per km per vehicle (see <http://www.ato.gov.au/individuals/content.asp?doc=/Content/33874.htm>) on condition
- Travel by air, in an economy seat at the “best fare of the day”
- Travel by bus or train, in an economy seat
- Accommodation, where participants attend training over 150 km one way from home, where the course starts before 9.00 am/ends after 5.00 pm; or where participants need to attend a specific live-in course
- Meals capped at a total cost of \$100 per day per person
- Child care, at a maximum of \$50 per child per day (for 1 or 2 children) and \$25 for each additional child. You must provide an itemised receipt (proof of payment) for child care, including the name of the carer, number of children, date, hours, rate and total cost. Seek advice if receiving government assistance for child care.

There may be a GST affect from receipt of a FarmReady Reimbursement Grant; please seek tax professional advice if this may affect you.

¹ The enterprise must have an Australian Business Number (ABN) and the applicant must provide a declaration of the primary production tax status of the enterprise.

² ‘Management positions’ include, but not limited to, assistant managers, human resource/personnel managers, office managers, head stockmen and farm overseers.

How do I apply?

An application form to attend an approved course must be completed for each participant. This information is attached to your registration and will be forwarded to FarmReady for you FIVE DAYS PRIOR to the Workshop

The FarmReady administrator will confirm pre-approval with you before the course starts. Pre-approval must be granted for each participant prior to attendance at each course.

Your payment for the workshop must be received prior to or at the workshop.

What are the conditions?

The following documents must be sent to FarmReady for each participant claiming the reimbursement grant, within 30 days of completing the course:

- Completed Participant Claim for Payment and Course Review Form
- Course attendance and completion form
- Tax invoices and receipts for each cost to be claimed: course payment, child care provided, travel, accommodation and meal claims.

All of the above documents will be provided to you within five days of the course with a stamped addressed envelope to return to FarmReady.