



NB2 - producer group fund guidelines

Introduction

The NB2 producer group members will invest \$2,000 per business per annum, which will be matched with Commonwealth funds through the MLA Donor Company (less an 8% access fee), to approximately \$3,840. This money will be pooled into their group fund. For example, if there are five businesses in the group there is \$19,200 available each year. Each group is responsible for how the funds are used but should be largely for building skills and knowledge to improve their businesses and running their group meeting. As producer contributions are matched by Commonwealth funds, all expenditure must be accountable, and therefore guidelines are needed (see below).

General

Each group will decide how their funds will be spent (assisted by their Coordinator and Facilitator). It is envisaged that group consensus, from well facilitated discussions, will inform the group decisions. This funding creates great opportunities for lasting impacts from professional development by building skills and knowledge capacity in key areas of breeding businesses.

How the contributions are managed.

Producer contributions are paid directly to the North Australia Beef Research Council (NABRC), and managed by the NABRC Secretariat, Janine King. The contributions are pooled, by group, and NABRC has a formal contract with the MLA Donor Company to leverage the money by a further 92% (less the 8% access fee). NABRC will separately track each group's income and expenditure. Balances can be accessed by the group Facilitator or Coordinator contacting Janine King either by email secretariat@nabrc.com.au or phone 0419 735 542.

Approval for expenditure from a group's account is via email from the group's Coordinator or Facilitator to the NABRC Secretariat. A tax invoice must be received for all expenditure. Unspent funds will carry over each year, but the balance will need to be \$0 at the end of the contracted three years.

A producer can choose to leave the group at any stage, but their contribution is not refundable. The NABRC secretariat is to be notified by the Coordinator/Facilitator of any change in membership.

Expenditure guidelines

Meeting expenses

When general group meetings are called, it will at the discretion of the Facilitator or Coordinator to determine to cancel a meeting if attendance is low. Group members are not paid sitting fees to attend any meetings or training activities however, with consensus from the whole group, members may agree to pay travel costs for themselves from the funds. Refer below to the guide for these and other costs.

Skills and training development expenses

Based on supporting data and evidence, the group will determine if a nominated skill development expense potentially creates a high value return for their businesses. It should be delivered by a reputable specialist with consensus from the group. Skills and training may include: registration for relevant conferences, workshops, EDGE training packages or similar.



Group vs individuals utilising the funding

Ideally, skills & knowledge development activities would be done as a group. However, it is understood that there will be occasions where an individual’s need, or pathway is different from others. In these situations, the group should discuss and come to a shared decision (consensus). It should be possible for an individual to draw on the funds, particularly when they can report their findings/recommendations/learnings back to the group.

Ultimately, we want the group to be making these decisions with the view to maximise the use of their money and the long term improvement of their businesses.

Role of the Coordinator and Facilitator

Early group discussions to get consensus broadly on how the group will gain the most benefit from these funds. Reference to the guidelines above should be noted. In discussion with the group, the Coordinator or Facilitator will approve an expense, on behalf of their group, and notify the NABRC Secretariat by email to pay on invoice. All expenses and activities will be reported to the groups by NABRC on a quarterly basis, or, if pre-arranged, as needed.

Expenditure not permitted

Group funds are not to be used for the purchase of plant/equipment/software, property improvements/repairs/upgrades or other property capital expenditure/maintenance.

NB2 producer group expense guidelines – 23 March 2022

These guidelines are not exhaustive, rather some common expense examples and how to deal with them. If there are any doubts on processing payments, contact Janine for advice.

Expense	Rate	Information	Receipt required
MEETING/TRAVEL			
Sitting fee	Nil	Not paid	Not paid
Mileage	\$0.72/km + gst if registered	Return trip: home to a meeting, training or airport	No
Accommodation	Actual	Reasonable cost	Yes
Meals	Actual	Reasonable cost. Breakfast: if accommodation is required. Evening meal: two courses. Alcohol: own expense.	Yes
Flights	Best Economy Fare	Facilitator must authorise all flights before producer books. Individuals book their own flights and claim reimbursement.	Yes
Travel	Actual cost	Examples: Airport parking, taxi or train fare.	Yes

OTHER EXPENSES

Venue room / equipment hire	Actual cost	Venue deal directly with Janine for payment or credit card holding booking. Note: some venues require a refundable bond to be paid.	Yes
Speaker/guest expenses	Actual cost	Fee/Re-imburement – Speaker/guest invoices NABRC through Janine.	Yes
Catering	Actual cost	Business contacts Janine for payment	Yes
Gifts (e.g. speaker)	Actual cost	Contact Janine to arrange best payment method.	Yes
Training/course fees	Actual cost	Trainer invoices NABRC through Janine.	Yes
Training/course other expenses eg travel/ accommodation etc	Actual cost	Re-imburement – traveller invoices NABRC through Janine.	Yes
Study tours	Actual cost (or part of actual cost)	Re-imburement – traveller invoices NABRC through Janine. Group discussion and agreement essential for this one. Best document the value proposition to the group for consideration.	Yes