REGISTRATION & TAX INVOICE

Nursery & Garden Industry Queensland

ABN	86 164 385 666	JOB NO	420
RETURN TO NGIQ	PO BOX 345 SALISBURY QLD 4107	PHONE	07 3277 7900
		FAX	07 3277 7109
		EMAIL	events@ngiq.asn.au

This document will be a Tax Invoice for GST when you make the payment.
Please make a COPY of this form when completed and keep as your Tax Invoice

Employment Essentials Workshop - Thursday 15 February 2018

The Scout Hall, Nambour Showgrounds

Entry via Coronation Avenue, Nambour QLD 4560

Livingstones. EMPLOYMENT • RELATIONSHIP • ADVISORS action positive

Presented by Livingstones, employment relationship advisors

- Nursery Award 2010 explained
- Interpreting pay guides
- How to calculate pay rates & long service leave
- Fair Work Australia overview

Times: 8.30am – 1.00pm *Morning tea included. Lunch is not provided*

Fees:

NGIQ Members:

$66.00 incl. GST per person per single workshop

Non members:

$88.00 incl. GST per person per single workshop

Business Name:

Participant Names: **1.**

2.

Postal Address:

Email:

Phone:

ENCLOSED IS OUR TOTAL PAYMENT OF $.....

○ **Direct deposit into NGIQ Bank Account:**

BSB: 034-047 Account No: 760010

○ **Credit card** ○ **Mastercard** ○ **Visa**

Expiry date **Name on card**

Signature

○ **Cheque payable to NGIQ** **Post to: PO Box 345 Salisbury QLD 4107**

Terms and Conditions of Registration

Registration and Fees

- All bookings received are considered firm bookings.
- Fees are payable in advance.
- All cheques are to be made payable to Nursery & Garden Industry Queensland.

Cancellations

- Cancellations will be accepted without charge where NGIQ has been notified in writing at least seven working days prior to the scheduled commencement date.
- Cancellations within seven working days of the scheduled date will attract a 50% cancellation fee.
- Cancellations within two working days of the course date will attract full fee.
- Non-attendance on the day of the course will attract full fee.
- Substitute participants are accepted at any stage.
- It is recognised that extenuating circumstances do sometimes apply and we are more than happy to discuss these.

Warranty

- There are no warranties expressed or implied relating to the content or result of attendance. It is the responsibility of the organisation / individual registering to ensure that the workshop is appropriate to the needs of each participant.

Proprietary Rights

- NGIQ (or the presenter) retain the intellectual property rights to all workshop materials, except to the extent that they incorporate the participants' confidential information.
- Workshop materials are to be utilised by a single workshop participant during the period of the session and for personal use after completion of the workshop. Any other use is prohibited without written permission of NGIQ.
- Workshop materials may not be sold or duplicated.
- NGIQ holds the rights to photograph workshops and use for promotional purposes across all media.