

THE RICE MARKETING BOARD FOR THE STATE OF NEW SOUTH WALES



PAYMENTS TO SUPPLIERS POLICY

2025-1

February 2025

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PAYMENT TO SUPPLIERS POLICY

1. Purpose

This document describes the policy of the Rice Marketing Board for the State of NSW (the Board) in regard to payments made to suppliers.

2. Scope

This policy applies to all Board Members and employees.

3. Responsibility

This policy is reviewed by the Board bi-annually and is managed and implemented by the Board's Secretary.

It is the responsibility of the Secretary to ensure that payments are made only when goods and services are received in proper condition.

4. Communication

In order that all are aware of this policy, it is made visible in the following ways:

- Current employees including Board Members – Revisions are approved at Board level and communicated by the Board's Secretary.
- New Board Members and employees – This Policy is included as part of the induction program.
- The Policy is published on the Board's website at www.rmbnsw.org.au.

5. Definitions

“On-time” – Accounts paid within 30 days of receipt of invoice.

“Small suppliers” – Those suppliers with less than 20 employees.

6. Policy

Under Treasury mandated guidance, TPG 24-01 Management of NSW Government Payments, a GSF agency must use digital and electronic payment methods for all payments, except where a formal exemption for a payment use case is in place. The Board holds no exemption to this guidance and therefore cheques are no longer an accepted payment method of the Board.

In addition, TPG 24-01 requires the use a purchase card (PCard) for a supplier payment up to \$10,000 where the purchase is ad-hoc and the payment is completed at the time of placing the order. The Board's PCard is a corporate

Citibank credit card. Payments made with the corporate credit card include travel, Adobe software subscription, ad hoc purchases eg printing and stationery.

Where payments are received on account, it is the policy of the Board to pay suppliers within terms, generally 30 days from the supplier's invoice date. Some accounts such as the Citibank credit card statement, Telstra, Australia post and MYOB are paid via direct debit. Other accounts such as consultants, legal services, Australian Taxation Office, Superannuation and IT Support are paid by EFT.

It is the policy of the Board to use local small suppliers whenever possible, taking into consideration the comparative costs. Where mandatory and possible, the Board uses suppliers with whole-of-government contracts.

It is the policy of the Board to refuse to pay for goods that are faulty until the goods have been replaced or repaired. It is the policy of the Board to refuse to pay for services that are not satisfactorily completed, unless a reduced payment is negotiated.

7. Reporting

Accounts paid to all suppliers and those paid on time are reported in the Annual Report. Invoices paid on time are those paid within terms, generally within 30 days from date of the supplier's invoice.

8. Compliance

Non-compliance with this policy may result in an official reprimand.

9. Further information

For further information concerning the Board's Payments to Suppliers Policy, please contact:

The Secretary,
The Rice Marketing Board for the State of New South Wales,
PO Box 151, LEETON NSW 2705,
Telephone: (02) 6953 3200, Facsimile (02) 6953 7684,
E-mail: secretary@rmbnsw.org.au.

10. Document Approval and Control

a. Version

Reference	Details
File Name	2025-1 Payments to Suppliers Policy
File location	Shared\RMB Policies\Suppliers Policy
Version	2025-1
Status	DRAFT

b. Revision History

Version	Revision Date	Summary of Change	Author
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2020	22/9/2020	Creation	C Chiswell
2022-1	1/9/2022	Change Payments to 30 days from invoice or within terms.	N Dunn
2023-1	19/1/2023	Update Dates	N Dunn
2025-1	20/1/2025	Bi-annual review – no updates except dates and references.	N Dunn

c. Document Approval

Board/Committee Approval	Date
ARC approval	3/09/2020
Board Approval	22/09/2020
Audit and Risk Committee	24/01/2023
02Board Approval	08/02/2023
Board Approval	14/02/2025