

**THE RICE MARKETING BOARD
FOR THE STATE OF NEW SOUTH WALES**



**AUTHORISED BUYER LICENSING
COMMITTEE CHARTER**

July 2023

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1. Purpose

The Rice Marketing Board for the State of New South Wales (Board) has established the Authorised Buyer Licensing Committee (Committee) to provide advice and recommendations to the Board in relation to meeting the Board's objects.

The Committee's role is to give consideration to confidential and commercial-in-confidence matters regarding Authorised Buyers and applications for Authorised Buyers Licences.

2. Responsibilities

The Committee is responsible for advising the Board on:

- applications for Authorised Buyer Licences;
- issues raised by or in relation to Authorised Buyers;
- the review of annual returns from Authorised Buyers;
- the annual review of the performance of the Sole and Exclusive Export Licence holder;
- the results of any audits of licence holders undertaken by the Secretary and the Committee's proposed recommendations;
- any other commercial-in-confidence matters that arise; and
- matters delegated to the Committee by the Board because of the potential for conflict of interest were the whole Board involved.

3. Membership

The Committee is comprised of the four nominated Board members.

A nominated Board Member is to be elected as Chair of the Committee at the first meeting of the Committee after the previous Chair has vacated the position of Chair.

In the absence of the Committee Chair, another Committee member will assume the role of Chair for that meeting.

4. Meetings

The Committee meets as required.

A quorum is two members.

The Board strives to have a consensus decision making process. Any recommendations of the Committee will be decided by a majority of votes. In the case of an equality of votes, the Chair will have the second or casting vote.

The Board's Secretary will keep the minutes of all Committee meetings.

In view of the confidential information handled by the Committee, elected Members of the Board are not permitted to view any of the papers, reports, applications or submissions to the Committee. Instead, a verbal report will be provided at the next Board meeting by the Chair of the Committee.

Standing agenda items for the Committee are:

- Statements of interest
- Minutes and Action Register
- Reports to and from the Board.

The Board takes the matter of conflicts of interest very seriously and all members of the Committee must comply with the Conflict of Interest section contained within the Board's Code of Conduct Policy for Board Members. In accordance with that policy, declarations of interests pertaining to the current meeting agenda or the rice industry are made at the beginning of every meeting and a declaration of all interests is made on an annual basis.

5. Review of Committee Charter

The Charter will be reviewed by the Committee at least annually and where necessary be amended to reflect any changes in circumstances. The Charter is to be endorsed by the Board.

6. Document Approval and Control

a. Version

Reference	Details
File Name	ABL Committee Charter 2023
File location	Shared/Policies/Charters/Committee Charters/ABL Committee Charter 2023
Version	2023
Status	FINAL

b. Revision History

Version	Revision Date	Summary of Change	Author
2018	16/07/18	Governance, Nominations and Remuneration Committee - creation	C Chiswell
2020	7/1/20	Review by GN&R Committee – no amendments	C Chiswell
2020	29/1/20	Review by ABL Committee – no amendments	C Chiswell
2021	16/9/21	Additional dot point under "Responsibilities"	Board

2022	4/11/22	Updated dates – no other amendments	N Dunn
2023	28/07/23	Update	GNR Committee

c. Document Approval

Board/Committee Approval	Date
Governance, Nominations and Remuneration Committee	16/7/18
Board	26/9/18
Governance, Nominations and Remuneration Committee	7/1/20
ABL Committee	29/1/20
Board	18/3/20
ABL Committee	24/8/21
Board	16/9/21
ABL Committee	
Board	