

PURCHASING	Reimbursement of 3rd party HACCP Exp
Responsibility of	All Members of Staff
Objectives	To compensate constituted growers a portion of the cost of undertaking 3 rd Party HACCP Certification of their wine grapes.
Procedures	<ol style="list-style-type: none"> 1. The Board will provide to constituted growers a reimbursement amount of \$150 (GST free) per person that successfully completes an annual 3rd Party HACCP Certification for their winegrape business. 2. Growers and their employees that have obtained 3rd Party certification will be entitled to a reimbursement of these expenses on the provision of proof in following way: <ul style="list-style-type: none"> ▪ Certification that shows that the constituted business has successfully completed 3rd Party certification for the farms as recorded by the Riverina Winegrape Growers. 3. The Office will record these details in MYOB and draw up a payment to be EFT'd to the registered business of the constituted grower. 4. Payment will not be reimbursed to any employees of constituted growers. 5. A copy of the HACCP Certificate for that business will be scanned by the Office Manager and kept on file by the Manager of the Board's HACCP system for reference purposes. Copies of this Certificate will not be distributed to third parties unless instructed by the representative of that business.
Board Expectations	<ul style="list-style-type: none"> • That the Board is reimbursing legitimate constituted growers and their employees on an annual basis for the 3rd Party HACCP certification.
Document Control	<ul style="list-style-type: none"> • June 2018 • Approved July 2018 • Amended to include Clause 5 October 2018 • Approved Dec 2019, Nov 2020