

OFFICE	Debt Collection and Interest on Outstanding Statutory Fees and Charges Invoices
Responsibility of	All Board Members and Staff
Objective	To ensure that outstanding accounts for statutory fees and charges owed to the Board directly by growers are paid on time as per invoice. Interest to be applied to incentivise growers to pay on time and to <u>compensate the Board for delayed income.</u>
Procedures	<ol style="list-style-type: none"> 1. The Board by formal motion sets the interest rate on outstanding statutory fees and charges not exceeding the Reserve Bank Cash Rate plus 65% as prescribed in the <i>Agricultural Industry Services Act 1998</i>. Accounts Invoices are issued to constituted growers immediately following the entering of delivery information provided by wineries that do not enter into Agency Agreements with the Board with a due date of 30 June of current year. 2. No discount in the amount outstanding will be provided to growers for early or part payment of invoices. 3. Invoices will stipulate in writing that interest will be applied to accounts that are not settled prior on or prior to 31st October 30 June of current year 4. At the end of each month from the date of the invoice first being prepared a MYOB generated statement will be forwarded to each grower advising them of any outstanding debt and the due date for payments to be made to the Board for the financial year. 5. In the event that If accounts invoices are not settled on or prior to 31st October 30 June a reminder notice will be forwarded to the grower within 7 days advising that interest at the set rate (see procedure 1) is now payable to the Board. The notice shall provide 7 days payment term from date of notification, i.e. due on or before 14th November 7 July each of current year. Payments not received at this time shall be sent a further notice advising that payment on or before 30th November is payable inclusive of interest. 6. Payments not received on or before 30th November 7 July inclusive of interest shall be forwarded to the Board's solicitor to be processed by Court as a judgement debt.
Board Expectations	<ul style="list-style-type: none"> • That all constituted producers pay their statutory fees and charges prior to or when these fall due. • That growers will have received the majority of their payments from their winery prior to having to make payment to the Board.
Document Control	<ul style="list-style-type: none"> • Document Approved Nov 2016 • Approved Dec 2019, Nov 2020, Oct 2021 • Amended Sept 2023