



**Office of
Environment
& Heritage**

Contact: (02) 9585 6115

Dear Sir/Madam

I am writing to advise you of the NSW Government's new 'Payment of Accounts' policy.

As a NSW Government agency, the Office of Environment and Heritage (OEH) has specific requirements to pay accounts for goods and services received within 30 days specifically with respect to small businesses. A small business is defined as an Australian or New Zealand-based firm that has an annual turnover of under \$2 million in the latest financial year.

The new changes include:

- Payments must be made within 30 days of receipt of a correctly rendered invoice, unless an existing contract or standing offer (pre 14 July 2011) provides for an alternative time period, and
- Where payment is not made within the specified time period, then penalty interest must be paid automatically where the interest exceeds \$20. *The implementation date for this to apply is still to be determined by the NSW Government.*

For further details on the policy and to view the frequently asked questions please visit the Small Business NSW website at www.smallbiz.nsw.gov.au and look under 'Specific Initiatives'.

To assist OEH in implementing this process, you are required to identify if you are a small business and confirm in writing that you satisfy the definition of a small business under the terms of this policy. You can do this by completing the proforma on the next page and return by fax, email or post by the end of January 2012. In addition, you may also reflect on your future invoices to OEH that you are a small business. No action is required if you are not a small business.

Please note that in identifying that you are a small business, OEH may request that you provide details of how you satisfy the small business definition if interest is payable. Such verification would include supplying a business activity statement, the latest year's annual financial statement or a letter from your accountant or auditor. If your small business status changes then you are requested to advise OEH at the time of invoicing.

If you have any queries regarding the content of this letter please contact OEH Accounts Services by either telephoning (02) 9585 6115 or emailing SBregister@environment.nsw.gov.au.

Yours faithfully,

DEBORAH HUGHES
Accounts Services Manager
Service Centre

16 December 2011



Small Business - Self Assessment

In accordance with the NSW Government's 'Payment of Accounts' Policy I hereby confirm that, as a duly authorised representative of the business, I advise that the business satisfies the definition of a small business. Under the terms of this policy, a small business is defined as an Australian or New Zealand-based firm that has an annual turnover of under \$2 million in the latest financial year.

I also acknowledge that in identifying as a small business, the Office of Environment and Heritage (OEH) may request details to verify that the small business definition is satisfied in the event that interest is payable when a correctly rendered invoice is not paid within 30 days of receipt. Such verification could include supplying a business activity statement, the latest year's annual financial statement or a letter from our accountant or auditor.

In the event that there is a change to the status of this small business I acknowledge the requirement to identify this change at the time of invoicing for the goods and services supplied to OEH.

On behalf of:

Business Name *(please print)*: _____

Current Business Address: _____

Email Address: _____

ABN/ACN: _____

Signed by:

Name *(please print)*: _____

Position in business: _____

Contact Phone Number: _____

Signature: _____

Date: _____ / _____ / _____

Fax: (02) 9585 6536

Email: SBregister@environment.nsw.gov.au

OR

Mail: Service Centre – Accounts Services
Office of Environment and Heritage
Level 9
PO Box 1967
HURSTVILLE BC NSW 1481