

THE RICE MARKETING BOARD FOR THE STATE OF NEW SOUTH WALES



BOARD AND STAFF DEVELOPMENT POLICY

2025-1

February 2025

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Policy

Board Members

It is the Policy of the Rice Marketing Board for the State of New South Wales (the Board) that all Nominated Board Members are graduates of a company directors course, eg Australian Institute of Company Directors (AICD). It is strongly recommended that all elected members graduate from a company directors course within 12 months of joining the Board.

Staff

It is the policy of the Board to employ staff with qualifications appropriate for the position in which they are employed. Staff may already have recognised qualifications prior to joining the Board's employment that require continuing professional development. The Board actively encourages staff development for all employees.

Staff development opportunities are provided in various formats: on-line training, attending short courses and higher education. Employees are encouraged to select a course appropriate to their needs while keeping in mind the requirements, including time demands, of their employment.

The Board will assess each employee's training needs annually at the time of the Performance Review.

Financial Support

The Board's annual budget will include an allocation of reasonable expenditure for the training needs of Board Members and Employees.

Completed training will be recorded on the employee's personnel file and on the Board's Training Register.

The Board will give fair and reasonable support to staff to attend relevant training courses.

Requests for financial or other support for all staff development must be in writing addressed to the Chair, and written approval received prior to committing to expenditure.

Performance Reviews

It is expected that all staff will participate in yearly performance reviews at the end of the Financial year. The performance review for the Administration Officer will be conducted by the Board Secretary. The performance review of the Board Secretary and any other management roles appointed by the Board will be conducted by the Board Chair.

Further information

For further information concerning the Board's staff development policy, please contact:

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Document Approval and Control

a. Version

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b. Revision History

Version	Revision Date	Summary of Change	Author
2008-1		Document Creation	A Reilly
2017-1	12/05/2017	Update	C Chiswell
2018.1	16/07/2018	Update for Governance Review recommendations	C Chiswell
2020.1	22/9/2020	Removed ambiguity whether Board Members must complete course or graduate	C Chiswell
2022.1	26/08/2022	Review	N Dunn
2023-1	09/10/2023	Update to add in performance review and include GNR Chair in this process.	N Dunn
2025-1	20/01/2025	Bi-annual review	N Dunn

c. Document Approval

Version	Board Approval
v.2018-1 FINAL	20/8/2018
2020.1	22/9/2020
2022-1	20/09/2022
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