

THE RICE MARKETING BOARD FOR THE STATE OF NEW SOUTH WALES



BOARD AND STAFF DEVELOPMENT POLICY

Version	Author	Date Approved by Board
2008-1	Andrew Reilly	24/6/2008
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2020-1	Carol Chiswell	22/9/2020

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BOARD AND STAFF DEVELOPMENT POLICY

Policy

Board Members

It is the Policy of the Rice Marketing Board for the State of New South Wales (the Board) that all new Board Members are required to graduate from the Australian Institute of Company Directors (AICD) Company Directors Course within twelve months of becoming a Board member.

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.

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.

Further information

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

The Secretary
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Document Approval and Control

a. Version

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b. Revision History

Version	Revision Date	Summary of Change	Author
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

c. Document Approval

Board Approval	Date
v.2018-1 FINAL	20/8/2018
2020.1	22/9/2020