



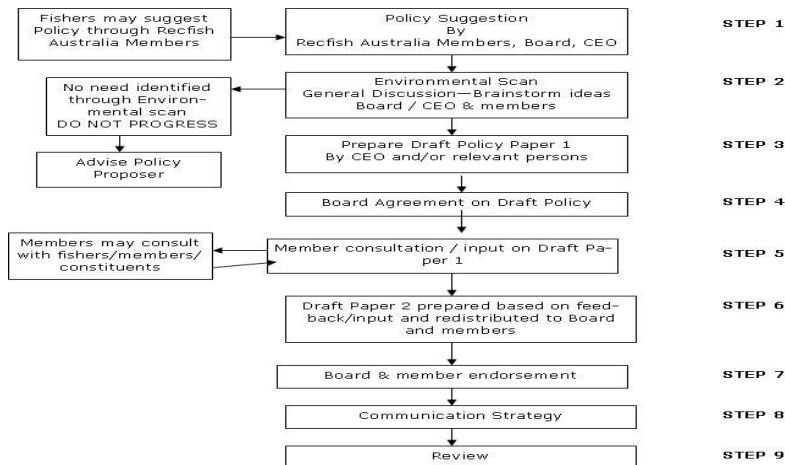
<b>POLICY NAME:</b>	Recfish Australia Policy Development and Maintenance	
<b>POLICY NUMBER:</b>	2007-01	Version: 1
<b>DATE OF EFFECT:</b>	17 July 2007	Contact: CEO Recfish Australia
<b>REPLACING POLICY #:</b>	n/a	Version: n/a      Date Adopted: n/a

**Process** (see Figure 1)

Recfish Australia Policy can be initiated by the Recfish Australia Members, the Board or CEO. Or alternatively, fishers may suggest a national policy through Recfish Australia state or national member organisations (Step 1) (see [www.recfish.com.au](http://www.recfish.com.au) for a list of member organisations).

Recfish Australia will undertake an environmental scan (Step 2) to determine the level of need. If a policy is deemed necessary a draft policy paper will be prepared by the CEO and/or relevant persons, based on the scan. The draft Paper will be registered with the name, number and date. If the policy is not deemed necessary or appropriate at that time, where possible the person or organisation initiating the Policy will be notified of Recfish Australia’s decision within two months.

Figure 1 outlines the key steps in developing Recfish Australia Policy.



**1 PURPOSE**

This statement sets out the broad intent of the policy and it’s overall scope.

**What is Policy**

A **policy** is a plan of action to guide decisions and actions to reach explicit goals. The policy process includes the identification of different options, and choosing among them on the basis of the impact they will have.

Recfish Australia Policy comes into effect from the date of agreement by the Recfish Board and members. It can be a short statement or more detailed document.

This document provides guidance and sets out the process for the development and maintenance of Recfish Australia Policy on broader recreational fishing matters.

## **2 BACKGROUND**

This statement may include descriptions of the following where relevant:

- The context in which this policy has arisen including e.g. a description of the conflict or problem the policy will resolve (recognising the legitimate interests of all parties);
- The benefits that will ensue as a consequence of this policy;

## **3 DEFINITIONS**

N/A

## **4 POLICY**

A policy is a broad authoritative statement that assists decision-making by providing clear direction to Recfish Australia and its members of what will or will not be done, thereby facilitating the good management of recreational fishing

Policy statement(s) should be clear and concise, use plain English and consistent terminology. Policies should generally use definitive words such as “must or must not, will or will not” and guidelines use advisory words such as “should or should not or recommend”.

## **5 CONGRUENCE WITH OTHER RECFISH AUSTRALIA & MEMBER POLICIES**

Recfish Australia is a national body and is concerned with issues of national relevance unless invited by state member bodies to become involved.

As far as possible, Recfish Australia Policy should not be in conflict with member policy.

As part of the consultation process (Step 2, 5, 7) state bodies as members of Recfish Australia will have input to the Policy. The state bodies should advise Recfish Australia of any incongruence with state policy and potential impacts.

This section could include a list of state recreational fishing or other organisation policies with which the policy is consistent.

## **6 CONSULTATION**

This should briefly outline the consultative process that this policy has undergone in its development (Step 2, 5, 6, 7).

Time allocated for consultation will depend on urgency for the Policy to be developed, but generally should allow reasonable time<sup>1</sup> for stakeholder input.

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<sup>1</sup>“Reasonable time” in this instance is taken to mean not less than 2 months. This information would usually be included under the section “definitions”.

## 7 ENDORSEMENT

The Recfish Board and members have the authority to approve policies and guidelines. Endorsement (Step 7) will only be bestowed after steps 1 -6 have been followed.

## 8 COMMUNICATION STRATEGY

A communication strategy (Step 8) for distribution of endorsed Policies will be included in the Recfish Australia Communication Plan and will include:

Recfish Australia Policies will be:

- generally, placed on the website;
- distributed to the Board and members.

## 9 REVIEW

Policies are reviewed (Step 9) annually by the CEO for compliance with current Recfish Australia philosophy and referred to the Board for a full review where necessary.

A full review will follow step 1 – 9 of the development process to ensure all factors have been considered.

Members are able to request a review of an individual Policy at any time but generally not more regularly than 12 month intervals.

## 10 RELATED DOCUMENTS

Refer to "Operational Policy" number 2006-1 for the development of operational policies.

## 11 REFERENCES

Wikipedia (2007) Policy. <http://en.wikipedia.org/wiki/Policy>

OurCommunity: <http://www.ourcommunity.com.au/policybank#7>

<http://wcf.vu.edu.au/GovernancePolicy/PDF/GoodPolicyWriting.pdf>

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## STYLE

To ensure a consistent document the following formatting is recommended

<b>Text</b>	All text is to be Verdana.
<b>Font Size</b>	All font size is to be size 10, excepting headers and footers which should be size 8.
<b>Alignment</b>	Justified
<b>Headings</b>	BLACK, all headings are to be in Capital and Bold.
<b>Numbering</b>	Pages to be numbered in footer, Page x of x
<b>Header</b>	Name of Policy, justified right
<b>Logo</b>	Centred at top of Page 1 only (as shown)

Recfish Australia use Only

This policy has been adopted by the Recfish Australia Board and is effective from date of signature by the Chair of the Board.

Signed on behalf of the Recfish Australia Board

Chair Name: Bruce Schumacher\_\_\_\_\_

Chair Signature: \_<<original signed by Chair>>\_\_\_\_\_

Dated: 21 September 2007\_\_\_\_\_

<<POLICY TEMPLATE>>



Delete instructions highlighted in grey

**POLICY NAME:** <<insert name>> The title assigned should be clear, concise and reflect the contents.

**POLICY NUMBER:** \*<<insert number>> Version: <<insert version>>  
\*Do not assign a number; this number will be automatically allocated upon registration.

**DATE OF EFFECT:** \*\*<<insert date>> Contact: CEO Recfish Australia  
\*\*Do not assign a date; this will be entered after the Policy is endorsed by the Recfish Australia Board and Members

**REPLACING POLICY #:** <<insert policy number>> Version: <<insert number>>  
Date Adopted: <<insert date>>

## 1 PURPOSE

This statement sets out the broad intent of the policy and it's overall scope.

## 2 BACKGROUND

This statement may include descriptions of the following where relevant:

- The context in which this policy has arisen including e.g. a description of the conflict or problem the policy will resolve (recognising the legitimate interests of all parties);
- The benefits that will ensue as a consequence of this policy;

## 3 DEFINITIONS

This section should list ONLY unique, unfamiliar, technical terms or terms with special meanings to assist the reader's understanding of the basic policy, e.g.,

**"Reasonable time"** means not less than 2 months

## 4 POLICY

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This section could include a list of state recreational fishing or other organisation policies with which the policy is consistent. Members are to provide the name and number and date of effect of this policy to Recfish Australia for inclusion.

## **6 CONSULTATION**

This should briefly outline the consultative process that this policy has undergone in its development (Step 2, 5, 6, 7).

Time allocated for consultation will depend on urgency for the Policy to be developed, but generally should allow reasonable time<sup>2</sup> for stakeholder input.

## **7 ENDORSEMENT**

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## **8 COMMUNICATION STRATEGY**

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<sup>2</sup>“Reasonable time” in this instance is taken to mean not less than 2 months. This information would usually be included under the section “definitions”.

**10 RELATED DOCUMENTS**

Include any Recfish Australia documents that have an overlapping subject matter or covers relevant information as an adjunct to this policy.

**11 REFERENCES**

This section should acknowledge the sources used in the development of this policy.

Recfish Australia use Only

This policy has been adopted by the Recfish Australia Board and is effective from date of signature by the Chair of the Board.

Signed on behalf of the Recfish Australia Board

Chair Name: \_\_\_\_\_

Chair Signature: \_\_\_\_\_

Dated: \_\_\_\_\_