

Recfishwest Corporate Governance Statement 2022



Recfishwest is a member-based not-for-profit organisation committed to ensuring great fishing experiences for all in the WA community forever. We aim to be the independent and trusted voice that protects, promotes and creates sustainable, accessible, enjoyable, and safe fishing for the benefit of all Western Australians

The Board of Directors of Recfishwest is committed to excellence in corporate governance and enhancing the interests of the association's members.

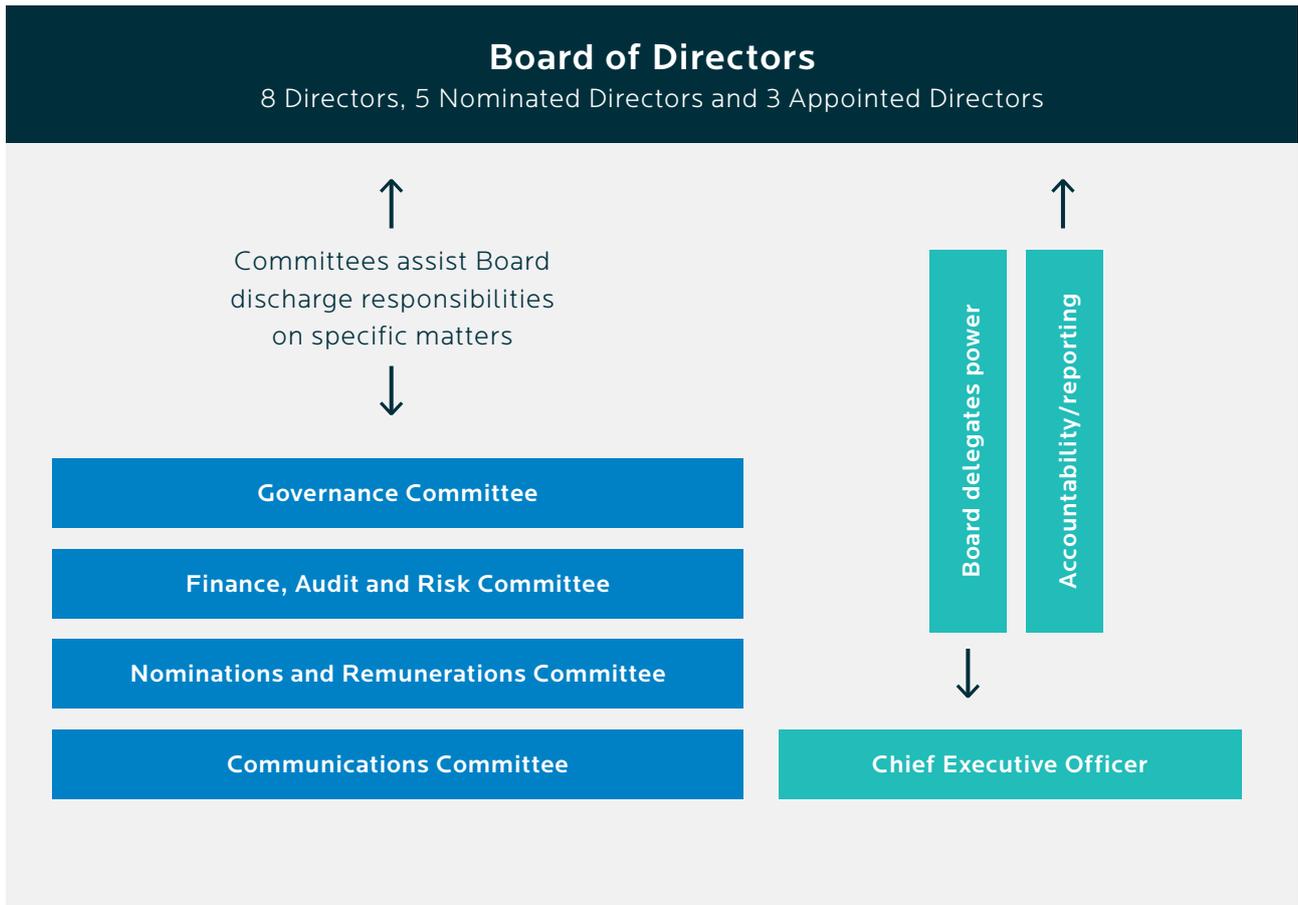
We are pleased to present our 2022 Corporate Governance Statement, which reflects aspects of both the 4th edition of the ASX Corporate Governance Council's Corporate Governance Principles and Recommendations (ASX Principles and Recommendations), and the 2nd edition of the Australian Institute of Company Directors (AICD) Not-For-Profit Governance Principles. It is current as at October 2022.

Although applicable to listed entities, the ASX Principles and Recommendations provide a benchmark for corporate governance practices and Recfishwest is committed to reporting against them insofar as they are relevant to a non-listed entity.

1. Our Governance Framework

The governing body of our organisation, the Board, provides oversight within the framework prescribed by the relevant legislation (including the Associations Incorporation Act 2015 (WA) and the Corporations Act 2001 (Cth), the Recfishwest Constitution ([here](#)) and the Board Charter ([here](#)).

An overview of our governance framework is below.



2. The Board

Role of the Board and Committees

The responsibilities of the Board include setting Recfishwest’s strategy and goals, monitoring organisational performance against those goals, appointing the Chief Executive Officer, approving key policy positions governing Recfishwest and its members, and, in the public policy arena, approving Recfishwest policy positions concerning recreational fishing in WA.

The Board has established a number of committees to assist it to discharge its responsibilities. The objectives, responsibilities and composition of each committee are discussed throughout this Corporate Governance Statement. Committee Charters are found on the Recfishwest website on the links below:

- [Governance Committee Charter](#)
- [Finance, Audit and Risk Committee Charter](#)
- [Remuneration and Nomination and Committee Charter](#)
- [Communications Committee Charter](#)

In addition, Recfishwest seeks advice on policy matters through specific fisheries reference groups comprising community representatives and subject matter experts. The Board approves the 'Terms of Reference' of these reference groups and reviews their performance, progress, and membership periodically. More information on our fisheries reference groups is available [here](#).

Board composition

The Recfishwest Board consists of eight independent non-executive directors:

- Five (5) Directors elected from the Membership
- Three (3) Directors appointed by the Recfishwest Board based on expertise

The names of the directors of the Recfishwest Board in office as at the date of this statement, including each director's tenure, can be seen on the Recfishwest website [here](#).

The procedure for the election and appointment of directors is set out in clause 9.9 of our Constitution ([here](#)).

The purpose of the Nominations and Remunerations Committee includes determining the pipeline of director nominees for election to the Board, identifying and recommending candidates to fill vacancies occurring at the end of appointed directors' tenure, and managing casual vacancies between annual general meetings.

Recfishwest carries out appropriate checks on prospective directors before appointment, including checks to ensure that they have not been disqualified from managing a corporation. Each new director is sent a Letter of Appointment by the Chair, which details the terms and conditions of their appointment, and completes an induction program following appointment.

Board skills matrix

Recfishwest maintains a Board Skills Matrix that sets out the mix of skills and experience of each director, which is reviewed annually. The skills matrix identifies the current skills, knowledge, experience and capabilities of the board, and any gaps in skills or competencies that can be addressed in future director appointments. This skills matrix is used to ensure Recfishwest has the right balance of people to retain positive control of the organisation, achieve the organisation's strategic goals, and direct the organisation's future.

Board induction, evaluation and ongoing development

New directors joining the board are provided with Recfishwest's key governance documents which include key corporate governance principles and policies and an induction program that contains briefings from the CEO.

The Board considers the ongoing development and improvement of its own performance as an important input to effective governance. The Board undertakes periodic evaluations of Board and director performance and may engage an independent expert to facilitate the process. The Recfishwest Board directors and senior staff periodically undertake professional development through courses delivered by the AICD.

3. Culture, conduct and values

In addition to being committed to excellence in corporate governance, Recfishwest maintains a strong focus on organisational purpose and culture.

Recfishwest's values, together with our codes of conduct and HR policies, define the standards of behaviour expected of all our people.

Our core values

At the heart of our organisation are the following core values which underpin how we behave in pursuit of great fishing experiences for all in the WA community forever.

- A love of fishing drives us – it is key to who we are and why we exist;
- We are agile – we adapt to rapidly changing information and we have a bias for action; and
- We are wise – we hold and have developed collective knowledge of the systems in which Recfishwest operates.

Conduct

Recfishwest directors commit to observing a high standard of ethics and conduct as they devote their best efforts, skills, and resources in the interest of Recfishwest and its members as outlined in the Code of Conduct for Recfishwest Board of Directors found on our website [here](#).

The Board recognises that it has a responsibility for setting the ethical tone and standards of Recfishwest and the senior management recognise that they have a responsibility to implement practices that are consistent with current best practice standards.

Recfishwest's HR Policy and Procedure Manual and Member Protection Policy applies to all employees, volunteers, contractors, and consultants who work with and for our organisation and sets out the expected standards of behaviour. These policies set out the standards of conduct and obligations of duty of care to ensure all employees always maintain the highest standards of professional and personal conduct.

We recognise our commitment to a person's individual rights to be treated with respect and dignity, to be safe and protected from discrimination, and free from harassment and abuse. Collectively, our policies inform everyone involved with Recfishwest of his or her legal and ethical rights and responsibilities and the standards of behaviour that are expected. It also covers the care and protection of children participating in our activities.

The Board is informed of any material breaches of these codes and policies.

We recognise that we have a responsibility to each other to create a workplace culture in which our people are valued, empowered, supported, and where the good of the whole is placed above that of the individual.

Recfishwest actively manages any Board or committee-related conflicts of interest that may be actual, potential, or perceived, that may be financial or non-financial. Our Conflict of Interest policy is available on our website [here](#).

In addition to these codes and policies, Recfishwest provides a secure mechanism to allow individuals to report conduct in the knowledge they can act without fear of intimidation, disadvantage, or reprisal. Our Whistleblower Policy ([here](#)) encourages employees, suppliers, contractors, tenderers or any person who has business dealings with Recfishwest to raise any concerns and report any instances of unethical, illegal, fraudulent, or undesirable conduct where there are reasonable grounds to suspect such conduct has occurred.

Diversity and Inclusion

Recfishwest recognises and values the benefits gained from diversity, and the advantages that a range of skills, backgrounds, and experiences brings to our organisation. We recognise that diversity within Recfishwest will contribute to achieving Recfishwest's overall strategic objectives by improving our performance, encouraging greater innovation, enriching our perspective, and attracting a diverse team of high-quality people.

Our Diversity Policy ([here](#)) sets out the conditions and obligations of Recfishwest with respect to sustaining and improving the diversity and inclusion of our Board and workplace. Recfishwest supports a workplace where differences are respected and valued. These differences can include gender, age, ethnicity, physical ability, sexual orientation, cultural background and beliefs.

Recfishwest's workplace profile is below:

| Occupational categories | Status | Female employees | Male employees | Total employees |
|--------------------------|------------------|------------------|----------------|-----------------|
| CEO | Full-time | - | 1 | 1 |
| Key management personnel | Full-time | 1 | 2 | 3 |
| All other employees | Full-time | 3 | 9 | 12 |
| Total | Full-time | 4 | 12 | 16 |

4. Corporate reporting and risk management

Financial

The purpose of the Finance, Audit, and Risk Committee is to assist the Board in discharging its responsibilities on matters relating to financial reporting; engagement of external auditors; internal controls; Recfishwest's banking arrangements; and matters that could significantly impact the financial condition or affairs of Recfishwest.

Prior to the Board approving Recfishwest's annual financial report, it receives CEO and Chairman representation that to the best of their knowledge and belief, they have fulfilled Recfishwest's responsibilities for the preparation of the financial report that gives a true and fair view in accordance with applicable Australian Accounting Standards and the and the requirements of the Associations Incorporation Act WA.

The CEO and Chairman confirms to the Board they have provided the external auditor with:

- Access to all information of which they are aware that is relevant to the preparation of the financial report such as records, documentation, and other matters;
- Additional information that the external auditor has requested from Recfishwest for the purpose of the audit; and
- Unrestricted access to persons within the entity from whom the external auditor determined it necessary to obtain audit evidence.

Risk

The Recfishwest Board and senior management recognise that effective risk management is integral to the continued maintenance and governance of our business and requires a structured risk management framework and approach.

The role of the Finance, Audit, and Risk Committee is to also ensure that there is a focus on issues relating to Recfishwest risk management strategy and overall risk management.

Recfishwest's aim is to maintain our balanced risk profile to effectively manage and control the risks to which our business is exposed by the following:

- To ensure that the main business risks are identified, documented, and understood;
- To ensure there is a documented process to record decisions related to risk mitigation, and controls; and
- To provide a process for the monitoring and review of risk management processes, systems, and decisions.

Our Risk Management Framework includes a defined risk management process to identify, assess, evaluate, treat, and monitor risks. Our risk management approach is based on a practical and pragmatic approach integrated into our business planning, decision-making, and desired optimal outcomes.

Recfishwest's Risk Management Framework includes a documented Business Risk Register which records identified risks and information about the assessment, evaluation, and treatment of business risks. The Business Risk Register allows for ongoing review and monitoring of the risks to ensure they remain current, with current, effective controls, and risk levels that remain in line with Recfishwest's balanced risk profile.

The CEO is responsible for ensuring the risk management framework and process is developed, implemented, managed, and monitored. Recfishwest management team members are responsible for assisting the CEO in actively managing and monitoring risks within their business area of control, to influence, and assist the process of continuous improvement.

Our risk management framework and approach is based on current best practice risk management and regulatory texts:

- AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines.
- HB 327:2010 Communicating and Consulting about Risk.
- HB 436:2013 Risk Management Guidelines – Companion to AS/NZS ISO 31000:2009.

5. Member communication and engagement

Communicating to members the initiatives and activities of Recfishwest is fundamental to the organisation.

The Communications Committee assists the Board in supervising the external communications of Recfishwest to all stakeholders. The committee oversees the Recfishwest Communication and Engagement Strategy, the development and operation of effective and efficient communication policies and practices, along with membership services.

To fulfil our individual roles and achieve the goals established in the Board's current strategy, Recfishwest as an entity and, as represented by individual directors and staff, communicates in a manner that is consistent with the values of Recfishwest, and the expectations of our members and key stakeholders.

In particular, it is the policy of Recfishwest that our communications are to the best of our knowledge and ability: honest; timely; factually accurate; represent the core interests of recreational fishers (i.e. our members and the broader fishing public) in Western Australia and contribute positively to public debate, and thereby the public policy on the sustainable management, sharing, best usage, and enjoyment of our aquatic environment.

Recfishwest holds an Annual General Meeting and reports to members on its operations and financial results.

Recfishwest also keeps members and the broader fishing public updated throughout the year, using our communication channels, on the work undertaken on their behalf as part of Recfishwest's vision, mission, according to its transparently stated policies and position statements.

The table below outlines Recfishwest's primary communication channels.

| Channel | Format | Frequency | Purpose |
|--|----------------------------|----------------------------|--|
| Annual Report | Hard copy and online PDF | Annual | Inform members and stakeholders of RFW's operations and annual performance. |
| Broadcast | e-newsletter | Monthly | A summary of the latest news of the month to keep RFW's near-123,000 subscriber-base up-to-date with Recfishwest's operations. |
| Members First | e-newsletter | Two to three a month | A first-hand CEO account exclusive to members to keep them up to date on RFW's campaigns, positions and developments. |
| State-wide Fishing Report | e-newsletter | Weekly | To inform members of what's biting and where, ahead of the weekend to improve their fishing experiences. |
| Recfishwest Fishing App | Smartphone App | Ongoing | Provides comprehensive GPS-responsive fishing rules advice to the 260,000-plus people who have downloaded it. |
| Recfishwest website | Website | Ongoing | Portal hosting RFW news, campaign and corporate information. Two to three news items a week - rolling coverage of RFW's operations. |
| ilovefishing website | Website | Ongoing | As part of RFW's purpose of making fishing better for everyone provides entry/intermediate level fishing advice about where and how to catch fish. |
| Fish and Survive | Website | Ongoing | As the agency responsible for delivering the State's safe fishing promotion program, Fish and Survive is RFW's web portal for safe fishing education and advice.. |
| Western Angler supplied content | Magazine | Quarterly | Supplied quarterly feature article outlining RFW operations and advocacy to WA's biggest fishing-focused publication. |
| ABC 720 and 6PR interviews | Radio | Weekly | Weekly fishing report on ABC 720 and Karl Langdon's Fishing Show on 6PR provided each Saturday morning to improve fishers' fishing experiences and highlight upcoming events and current issues. |
| Media releases | E-mailed to media contacts | When applicable | Media releases sent out to relevant outlets (print, radio and TV) when topical. |
| Youtube, Facebook, Instagram, LinkedIn and Twitter | Social media | Three to four times a week | Engaging with diverse social media audiences through our multiple platforms with fishing advocacy and news content. Facebook Messenger also provides a direct Q and A channel to answer fishing-related questions. |

6. Remuneration and performance

The Remuneration and Nomination Committee is responsible for overseeing performance reviews of the directors, and the CEO. Board performance evaluations are undertaken every second year. The latest review was completed in October 2022. The CEO performance review is facilitated by the Recfishwest Chairman who provides a report which is tabled at Board level for discussion and recommendations with respect to remuneration and professional development.

Directors may not receive any remuneration for their services in their capacity as directors other than the maximum aggregate fixed amount which must be approved by Members at an Annual General Meeting. The maximum aggregate for remuneration paid to directors of Recfishwest must not exceed the amount approved by the members.

Recfishwest conducts annual performance reviews for all staff. These appraisals are conducted by the CEO, or immediate line-manager and assess the past year's performance as well as setting future performance targets and key performance indicators (KPIs), the employee's personal and professional development goals, and the organisations/employee's goal congruence.

For more information

Details of the Recfishwest governance documents are located [here](#), including:

1. this Corporate Governance Statement;
2. the Charters of the Board, and each committee;
3. the core governance documents referred to in this statement, and other policies/documents of interest to members; and

If you have further questions or observations on governance please contact the Recfishwest office.