

ACIF - ASSISTING ORGANISATIONS IN MEETING THEIR CODE RESPONSIBILITIES

The purpose of this checklist is to assist Code Participants in assessing their internal compliance programs when signing up and complying with an ACIF Code. This information does not in any way limit the obligations of Code Signatories under the ACIF Code Administration and Compliance Scheme or particular Industry Codes to which the checklist applies.

COMPLIANCE CHECKLIST
ACIF C564:2004 DEPLOYMENT OF MOBILE PHONE NETWORK
INFRASTRUCTURE INDUSTRY CODE
GENERAL CHECKLIST

1. Is your organisation aware that by signing up to this code, you agree to abide by the ACIF Code Administration and Compliance Scheme?	Yes <input type="checkbox"/>
2. Does your organisation understand the requirements of the Code Administration and Compliance Scheme, including the potential for awarding a graduated scale of sanctions for breaches of Codes?	Yes <input type="checkbox"/>
3. Has your organisation had regard to the requirements under the Australian Standard AS 3806:1998 - Compliance Programs in implementing internal compliance systems as appropriate? For example: <ul style="list-style-type: none">• does the organisation have clear policies supporting its commitment to comply with this Code and how this will be carried out?• does the organisation have a system for identifying, recording and rectifying non-compliance with this Code?• does the organisation have a visible and accessible complaints handling system to record complaints from a variety of sources?• how often does the organisation review its compliance program to ensure its effectiveness? <p><i>(Further information regarding internal compliance programs is contained in ACIF's Code Administration and Compliance Operating Guidelines)</i></p>	Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> 6 months <input type="checkbox"/> 12 months <input type="checkbox"/> 24 months <input type="checkbox"/>

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ACIF C564:2004 DEPLOYMENT OF MOBILE PHONE NETWORK
INFRASTRUCTURE INDUSTRY CODE
CODE SPECIFIC CHECKLIST

1. Does your organisation understand the obligation to provide reasonable assistance to Councils about forward planning for the deployment of radiocommunications infrastructure?	Yes <input type="checkbox"/>
2. Does your organisation have written procedures for site selection?	Yes <input type="checkbox"/>
3. Does your organisation have written procedures for applying a precautionary approach to the design of infrastructure?	Yes <input type="checkbox"/>
4. Does your organisation have processes in place to ensure site EMR assessments are made in accordance with the ARPANSA prediction methodology and report format?	Yes <input type="checkbox"/>
5. Does your organisation have processes in place to ensure that notification is provided to the appropriate stakeholders as set out in Section 5 of the Code?	Yes <input type="checkbox"/>
6. Does your organisation have processes in place to ensure that the appropriate information is contained in the notification as set out in Section 5 of the Code?	Yes <input type="checkbox"/>
7. Does your organisation have written procedures for the development of consultation plans and Council reports?	Yes <input type="checkbox"/>
8. Does your organisation have processes in place to ensure that sites are operated in accordance with Section 5.7 of the Code?	Yes <input type="checkbox"/>
9. Have relevant staff (and contractors employed by the organisation) been made aware of the obligations set out in the Code?	Yes <input type="checkbox"/>

Further information on planning and implementing effective internal compliance programs can be obtained by calling ACIF on 02 9959 9111.