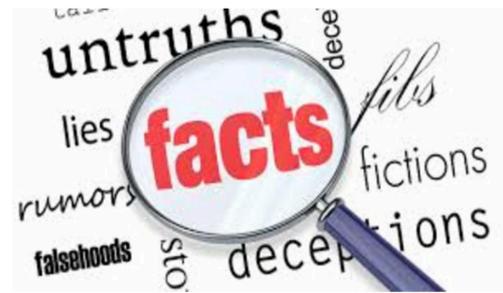


FACT SHEET

Policies and Procedures



The Wireless Institute of Australia has established policies, regulations and procedures, which the WIA Board reviews regularly.

The main policies are those on: Corporate Ethics, Privacy, Premises Rental Usage, Storage, and Club Advertising in Amateur Radio magazine.

The Corporate Ethics Policy was developed by a corporate lawyer, covering the issues of governance, conflict of interest, ethics, integrity, conduct and courtesy, confidentiality, media inquiries, good practice, legal compliance, bribery, corruption, equal employment opportunity, drug abuse and corporate communications.

The WIA Privacy Policy has been updated to ensure it covers the Privacy Act and the Australian Communications and Media Authority's requirements.

There are also Regulations that support two topics in the WIA Constitution. These are on conduct of Elections for the WIA Board, and Criteria for a club affiliation with the Institute.

In 2016, the WIA Board endorsed its Premises Rental Usage and Storage policy. It has drafted a Volunteer Charter in the lead up to a restructure of its Committee system, and trialling of formal consultation with members and the radio amateur community has commenced.

Mainly for employee guidance, a set of nearly 40 processes and procedures were developed late in 2015 to document how things are done in the National Office. In addition, employee rights and obligations are enshrined in various legislation.

The WIA Exam Service is governed by a legal deed between the ACMA and the WIA (effectively, a business contract), and operations are governed by a set of business rules that are subordinate to the Deed. Regular reporting of performance compliance is included. Every Office operation relating to the Exam Service has documented, and these were reviewed over 2015-16. Callsign Recommendations policies and procedures have been in place since 2009.

The WIA is a public company under the Corporations Act 2001, with an ACN number issued by the Australian Securities and Investments Commission (ASIC). Regular reporting is required under the Act, and the WIA meets its statutory obligations