

TELECOMMUNICATIONS ACCESS POLICY 2011

The Vice Chancellor and Principal, as delegate of the Senate of the University of Sydney, adopts the following policy.

Dated: 31 January 2011

Signature:

Name: Michael Spence

CONTENTS

Telecommunications Access Policy 2011	1
1 Name of policy.....	1
2 Commencement	1
3 Policy is binding.....	1
4 Statement of intent	2
5 Application.....	2
6 Definitions.....	2
7 University priorities	3
8 Requests for access generally	3
9 Lease or licence agreement preferred.....	4
10 Land Access and Activity Notices.....	4
11 Provision of access	5
12 Fees chargeable by the University	5
13 Reports to the University	5
14 Responsibilities of telecommunications operators and conduct of personnel.....	6
15 Determination of procedures	6

1 Name of policy

This policy is the Telecommunications Access Policy 2011.

2 Commencement

This policy commences on 1 February 2011.

3 Policy is binding

This Policy binds the University, staff, students and affiliates.

4 Statement of intent

This policy:

- (a) sets out the University's priorities in dealing with telecommunications operators wishing to access University land; and
- (b) provides for the protection of the health and welfare of University staff, students, affiliates and visitors in relation to the installation, operation and removal of telecommunications facilities on University land.

5 Application

This policy applies to University staff, students, affiliates and visitors.

6 Definitions

access officer means the Facilities Management Divisional Manager, Campus Infrastructure and Services or any other officer determined by the administrator to fulfil this role

ARPANSA means the Australian Radiation Protection and Nuclear Safety Agency

business day means any day on which the University is usually open for business. This does not include any Saturday, Sunday, public holiday or any day designated as part of the University's Christmas shutdown period.

Note: The dates of the University's Christmas shutdown period vary from year to year.

EME report means a written report of the electromagnetic radiation emitted by a given facility

facility has the same meaning as that given in Section 7 of the *Telecommunications Act 1997 (Cth)*

Note: At the date of this policy, this definition was:

- (a) any part of the infrastructure of a telecommunications network; or
- (b) any line, equipment, apparatus, tower, mast, antenna, tunnel, duct, hole, pit, pole or other structure or thing used, or for use, in or in connection with a telecommunications network.

LAAN means a Land Access and Activity Notice issued under the *Telecommunications Act 1997 (Cth)* or an associated legislative instrument

land includes any buildings or fixtures on the land

operational impact occurs where the access sought involves either:

- a building which is, or is proposed to be, used for the

purposes of the University's day to day operations; or

- a facility which is, or is proposed to be, used wholly or primarily for providing services to the University, its staff, students or affiliates

personnel in relation to a telecommunications operator, means anyone representing or acting on behalf of a telecommunications operator, and includes agents, staff, contractors and contractors' staff

telecommunications operator means a carrier or a service provider, as those terms are defined in the *Telecommunications Act 1997 (Cth)*

7 University priorities

- (1) The University's first priority in dealing with applications to access its land is the proper and efficient conduct of University activities, in pursuit of the University's statutory object.

Note: The University's object is defined in Section 6 of *The University of Sydney Act 1989 (as amended)* as:

the promotion, within the limits of the University's resources, of scholarship, research, free inquiry, the interaction of research and teaching, and academic excellence.

- (2) The University does not regard the provision of access to telecommunications operators as an investment activity in its own right.
- (3) The University aims to ensure that the lines and roof features of its buildings, which are important parts of their character, are retained and protected.

8 Requests for access generally

- (1) All access applications must be made in writing to the Director, Campus Infrastructure and Services.
- (2) Access applications must:
 - (a) nominate, and provide contact details for, a single contact officer from the telecommunications operator who will deal with the University in relation to the application; and
 - (b) be accompanied by the supporting documents specified in the procedures associated with this policy.
- (3) In the case of applications made pursuant to a current lease or licence agreement, the Director, Campus Infrastructure and Services will approve access when satisfied that:
 - (a) the access proposed is consistent with the terms of any lease or licence between the University and the telecommunications operator;
 - (b) there are no amounts outstanding from the telecommunications operator to the University; and
 - (c) the access does not conflict with the University's security and operational requirements.

- (4) Where the Director, Campus Infrastructure and Services is not satisfied of the matters listed in subclause (3) the access officer is responsible for contacting the nominated representative of the telecommunications operator and negotiating mutually acceptable alternative arrangements.
- (5) In the case of applications for access made without a current lease or licence agreement, and not the subject of a current LAAN:
 - (a) the Director, Campus Infrastructure and Services will inform the Director of Procurement Services, who will be responsible for negotiating the terms of a lease or licence agreement between the University and the telecommunications operator.
 - (b) No negotiations for a new lease or licence agreement will be commenced without the prior written agreement of the Chief Information Officer; and
 - (c) The Director of Procurement Services will consult with the Associate Director, Portfolio Properties, the Chief Information Officer and the Facilities Management Divisional Manager of Campus and Infrastructure Services in relation to the terms being negotiated.

9 Lease or licence agreement preferred

- (1) Subject to any legislative obligations to the contrary, the University prefers that telecommunications operators which require access to University land enter a lease or licence agreement with the University.
- (2) Leases or licence agreements entered into between the University and telecommunications providers after the date of commencement of this policy must be consistent with the terms of this policy and any associated procedures.
- (3) The Director, Campus Infrastructure and Services must approve all lease or licence agreements between the University and telecommunications operators.
- (4) The Director, Campus Infrastructure and Services will only approve a lease or licence agreement relating to an application which has operational impact after consultation with the Chief Information Officer and the Director, Human Resources.

10 Land Access and Activity Notices

- (1) All LAANs must be provided to the Director, Campus Infrastructure Services immediately upon receipt.
- (2) As soon as possible after receiving a LAAN, the Director, Campus Infrastructure Services will provide a copy to each of the following:
 - (a) the Chief Information Officer;
 - (b) the Director, Human Resources;
 - (c) the Director of Procurement Services;
 - (d) the Associate Director, Portfolio Properties.
- (3) Each recipient of a copy LAAN will advise the Director, Campus Infrastructure and Services of any potential adverse impacts of the LAAN within two business days.
- (4) The Director, Campus Infrastructure and Services will determine whether a formal objection to the LAAN should be lodged and will be responsible for lodging the objection.

11 Provision of access

- (1) When satisfied that access to University land should be granted, the Director, Campus Infrastructure and Services will inform the access officer.
- (2) The access officer will arrange for the provision of access when satisfied that the University's documentary, procedural and safety requirements have been met.
- (3) If it is not possible to provide access consistently with the terms of an approved application, the access officer will provide the access required as soon as reasonably practicable.

12 Fees chargeable by the University

- (1) The University may charge fees for access to University land by telecommunications operators in order to cover the University's costs of providing access. Where access is granted under a lease or licence agreement, the fees will be as specified in that agreement.
- (2) Where access is granted without a lease or licence agreement, the fees will be as specified in the procedures associated with this policy, provided that the Director, Campus Infrastructure and Services may waive or reduce the fees on a case by case basis.

13 Reports to the University

- (1) Any report required to be provided to the University by a telecommunications operator must be provided in writing to the Director, Campus Infrastructure and Services.
- (2) A telecommunications operator must provide each of the following reports to the Director, Campus Infrastructure Services in relation to each facility it operates on University land:
 - (a) a complete set of "as built" drawings, within two weeks of installation of, or any modification to, a facility;
 - (b) an EME report, measured at the site in accordance with ARPANSA standards, when requested by the University not more than once per year;
 - (c) a written report of an annual on-site review of the facility which:
 - (i) confirms compliance with all applicable codes, legislation, policy and procedures;
 - (ii) identifies any rectification work required to ensure such compliance; and
 - (iii) provides a time frame for the completion of any necessary rectification work.
- (3) A telecommunications operator must immediately report to the Director, Campus Infrastructure and Services any major safety incident occurring during access to a facility on University land.
- (4) A telecommunications operator must report any other safety incident which occurs during access to a facility on University land to the Director, Campus Infrastructure and Services within 24 hours of its occurrence.

- (5) Any third party report provided to the University must explicitly state that the report was prepared for the benefit of the University and that the University is entitled to rely on the information contained in the report.

14 Responsibilities of telecommunications operators and conduct of personnel

- (1) Telecommunications operators must ensure that their personnel:
 - (a) comply with all relevant legislation, codes of conduct, policies and procedures (including the University's policies and procedures) when accessing University land;
 - (b) are appropriately qualified, and hold all necessary certificates, to perform the tasks assigned to them; and
 - (c) complete all necessary University inductions before commencing work on University land.
- (2) Telecommunications operators must ensure, and if necessary satisfy the access officer, that their personnel understand:
 - (a) applicable safe work systems, including the use of personal protective equipment and fall arrest equipment where necessary; and
 - (b) the requirements of any applicable safe work method statement.
- (3) Telecommunications operators must ensure that their personnel:
 - (a) follow any directions issued to them by University security staff while on University land; and
 - (b) do not do anything which interferes with the proper operation of the University or damages the property of the University or any third party.
- (4) A telecommunications operator whose facility or other activity interferes with the operations of the University or any third party facility will promptly, and at its own cost, mitigate or eliminate such interference.
- (5) Telecommunications operators must ensure that:
 - (a) any facility operated by them on University land complies with all relevant ARPANSA standards and Australian standards;
 - (b) a current radiofrequency electromagnetic emission diagram is displayed on or near all doors leading to any of their facilities which emit electromagnetic radiation; and
 - (c) doors leading to areas in which facilities which emit electromagnetic radiation are located are kept locked during and after completion of access to the facility.
- (6) Except as otherwise permitted by legislation, a telecommunications operator must co-operate with the University for scheduled or emergency shutdowns of the facility to enable to the University to carry out necessary works, repairs or maintenance.

15 Determination of procedures

- (1) The Director, Campus Infrastructure and Services may, by written determination, establish procedures for the implementation of this policy.

- (2) Any such procedures will be published on the University's website, and in the University's online policy database.

NOTES

Date adopted:

Date commenced: 1 February 2011

Administrator: Director, Campus Infrastructure Services

Review date: 1 February 2015

Related documents:

Telecommunications Act 1997 (Cth)

Occupational Health & Safety Act 200 (NSW)

Occupational Health & Safety Regulation 2001 (NSW)

Roof Access Permit Procedures

Operational Arrangements for Access to Plant Rooms, Roofs &
Non-Habitable Spaces

CIS Design Guidelines

AMENDMENT HISTORY

Provision	Amendment	Commencing
-----------	-----------	------------