

# TELECOMMUNICATIONS ACCESS PROCEDURES 2011

Determined by: Colin Rockliff

Date:

Signature:

Position:

1 March 2011  
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Director, Campus and Infrastructure Services

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## 1 Purpose and application

- (1) These procedures are to give effect to the requirements of the *Telecommunications Access Policy 2011* (the “**policy**”).
- (2) These procedures apply to:
  - (a) the negotiation of lease and licence agreements with telecommunications operators; and
  - (b) applications by telecommunications operators for access to University land.

## 2 Interpretation

Words and expressions used in these procedures, and not otherwise defined in this document, have the meanings they have in the policy.

## 3 Negotiation of lease and licence agreements

- (1) In conducting negotiations for a lease or licence to a telecommunications operator the Director of Procurement Services must consult with:
  - (a) the Manager, Communications Services, (Information and Communications Technology);
  - (b) the Radiation Safety Officer (Occupational Health & Safety);
  - (c) the Facilities Management Divisional Manager (Campus Infrastructure & Services); and
  - (d) the Associate Director, Portfolio Properties.
- (2) Responses to requests for consultation must be provided as soon as practicable after receipt.

## 4 Assessing access applications

- (1) Access applications must include the documents specified in **Schedule 1** to these procedures, according to the purpose for which access is required.

- (2) Upon receipt of an access application, the Director, Campus Infrastructure & Services will, as soon as possible:
  - (a) check that the application is complete;
  - (b) inform and consult with:
    - (i) the Manager, Communications Services (Information and Communications Technology);
    - (ii) the Radiation Officer (Occupational Health & Safety);
    - (iii) the Manager, Repairs and Maintenance (Campus Infrastructure & Services);
    - (iv) the relevant Facilities Manager for the site to which access is sought; and
    - (v) where roof access is required, the Senior Roofing Supervisor (Campus and Infrastructure Services).
- (3) The Director, Campus Infrastructure & Services will inform the access officer, and the nominated representative of the applicant, when an access application is approved.

## **5 Provision of access**

- (1) The access officer is responsible for co-ordinating the provision of the approved access.
- (2) Prior to granting access, the access officer will provide the nominated representative of the applicant with copies of any applicable roof drawings (if available).
- (3) The access officer may, if considered appropriate, elect to have any work undertaken pursuant to an approved access application supervised.
- (4) As soon as practicable after completion of any approved access to a facility, the access officer will arrange for a site inspection of that facility by a University representative.
- (5) The access officer will inform the Director, Campus Infrastructure & Services when access has been provided.

## **6 Access Fees**

- (1) Subject to any contrary provision in the relevant lease or licence agreement, and unless waived or varied by the administrator under Clause 12 of the policy, the fees payable for access to University land are as specified in **Schedule 2** to these procedures.
- (2) The access officer will be responsible for invoicing the telecommunications operator for any applicable fees.

## **7 Design guidelines for new installations**

- (1) Designs for new installations, including the design and location of transmitters and paths for cabling, must comply with the following requirements.



- (a) Where plantrooms exist, transmitters must be aligned with plantrooms below the roof line.
  - (b) In buildings with parapets, transmitters must be mounted below the parapet line.
  - (c) Transmitters must not be installed on pitched roofs or roof lanterns (fleches).
  - (d) Transmitters are not permitted on heritage buildings.
  - (e) Where possible, transmitters must be grouped with other transmitters.
  - (f) Designs must take into account spacing and set back from parapets and roof lines, so that transmitters are not higher or wider than the backdrop of the building on which they are installed.
- (2) Design proposals must include detailed plans and elevations and identify the locations and routes of cables.
  - (3) Design proposals must be approved by Campus and Infrastructure Services before installation work commences

## 8 Reports to the University

The Director, Campus Infrastructure & Services will provide copies of any report received from a telecommunications operator to each of the following:

- (a) the Manager, Communications Services, (Information and Communications Technology);
- (b) the Radiation Safety Officer (Occupational Health & Safety);
- (c) the Facilities Management Manager (Campus Infrastructure & Services);  
and
- (d) the Associate Director, Portfolio Properties.

## NOTES

Date adopted:

Date commenced:

Review date:

### 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



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## AMENDMENT HISTORY

Provision	Amendment	Commencing
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## SCHEDULE 1

### DOCUMENT REQUIREMENTS

DOCUMENT REQUIRED	New installation	Work on existing facility	Removal or de- commissioning	Inspect only
Telecommunications Site Access Form	X	X	X	X
Roof Access Permit Form (if roof access required)	X	X	X	X
Written authorisation from operator for access by contractor or other agent	X	X	X	X
Evidence nominated workers have completed relevant induction	X	X	X	X
Copies of certificates of currency for relevant insurances: <ul style="list-style-type: none"> <li>• Public liability</li> <li>• Third party property</li> <li>• Workers' compensation</li> </ul>	X	X	X	X
Copy of executed lease or licence agreement with University	X	X	X	X (for existing facilities)
University approved Site	X	X	X	



Management Plan				
Site specific Safe Work Method Statement	X	X	X	
Evidence of any necessary statutory approvals, including local government approvals	X	X	X	
Copy of most recent EME report for relevant facility		X	X	X (for existing facilities)
Copy of most recent annual review report for relevant facility		X	X	X (for existing facilities)
University approved "for construction" drawings	X	X (if variation involved)		
Design of security and warnings, compliant with AS 2772.1	X	X (for any variation)		
Current dilapidation report, with photographs of relevant site	X			
Structural engineer's certificate	X	X (for any variation)	X	
Written confirmation of non-interference with the operations of existing University and third party facilities	X	X (for any variation)		



Predictive EME report, compliant with AS 2772.1	X			
Copy of most recent "as built" construction drawings for relevant facility	X	X	X	X (for existing facilities)
Detailed plan showing all items to be removed			X	
Schedule of building or structural elements to be made good			X	
Detailed drawings of proposed rectification works			X	

## SCHEDULE 2

### TABLE OF FEES

CIRCUMSTANCES	FEE
Access application, 1 day or more notice, for access in business hours	\$150 (plus GST)
Access application, 1 day or more notice, for access outside business hours	\$500 (plus GST)
Access application, less than 1 day's notice	\$500 (plus GST)