

Schedule 1

Site Access Protocol

to

Memorandum of Understanding

Terms used in this Site Access Protocol are as defined in the Memorandum of Understanding (**MOU**).

1. Access Request Requirements

- (a) **Notice** - The more notice you can provide the better. The Site Owner and Infrastructure Owner will not have technicians readily available to monitor or provide access. Site Owners and Infrastructure Owners will aim to meet requested access dates but, if other works are going on at the Site or there are operational reasons, this will not always be possible. Please allow a minimum notice period of 10 Business Days, and a minimum turnaround period of 10 Business Days; that is a total of 20 Business Days.
- (b) **Safety requirements** – Prior to allowing anyone to work on a Site, a relevant risk assessment and a Safe Work Procedure (**SWP**) must be provided to the Site Owner. In the case of any high risk construction work as defined in the *Work Health and Safety Regulation 2011* (NSW), the Licensee must prepare a Safe Work Method Statement (**SWMS**). The Licensee must put in place arrangements to ensure work is performed in accordance with the SWP or SWMS as applicable.

Please note that Site Owners are responsible for reviewing all SWPs and SWMSs for all third party contractors completing work on their behalf. SWPs and SWMSs must be sent to the Site Owner with the Site Access Request Form at Annexure A to this Schedule 1 (**Access Request Form**).
- (c) **Proof of your identity and qualifications** – If you are not an existing contractor to the Site Owner, or have not previously registered with the Site Owner, you must provide documentation showing your authority to access the Site.
- (d) **Authorised contractors** – Contractors must obtain written authorisation from the Licensee, approved by the Site Owner, prior to entering onto the Site. This should be submitted to the Site Owner with the Access Request Form. Contractors must carry relevant records of their competency and a suitable SWP or SWMS on each visit to the Site.
- (e) **Knowing what you are doing on site** – As you are accessing a Site for works which could be potentially hazardous or have a potential to interrupt a Service or the use of another person's Equipment, the Site Owner will need to know what activities are being undertaken on the Site. The more information you can provide the better. Access to Sites can only be given for the Permitted Use described in an approved Access Request Form. Any additional work or variations to the initial proposal must be submitted to the Site Owner or Infrastructure Owner for further approval.
- (f) **Access times** – Please provide realistic timeframes of when access is needed and be mindful of the fact that other works cannot be scheduled at that site during that period. Over-estimations of access times may be refused, especially where such access inconveniences other Service users. Under-estimations of access times must also be avoided, as under-estimations also often lead to Service interruptions due to work running over time.

2. Requesting Site Access

- (a) In accordance with clause 4.1 of the MOU, prior to any access to a Site (including, without limitation, for the purposes of installation, maintenance or removal of any Equipment), the Licensee must lodge an Access Request Form with the Site Owner and Infrastructure Owner (attached as Annexure A to this Schedule 1).
- (b) The Access Request Form should be completed in full including a detailed description of any planned work. This form requests information for all contractors entering the Site.
- (c) The Access Request Form must be lodged no later than 20 Business Days before the proposed access date.
- (d) The Licensee must submit with the Access Request Form:
 - (i) a SWP or SWMS; and
 - (ii) a telecommunications interference report.
- (e) The Access Request Form can be lodged by email, posting or faxing to the Site Owner and Infrastructure Owner.
- (f) The Site Owner and Infrastructure Owner will assess each Access Request Form to ensure it complies with the Site Owner's and Infrastructure Owner's safety and operational procedures.
- (g) Unless otherwise agreed:
 - (i) the Site Owner's employees or agents will, at the Licensee's cost, supervise all access where reasonably practicable;
 - (ii) the Licensee and its contractors will participate in an initial occupational health and safety induction at the Site; and
 - (iii) the Licensee will provide evidence of the qualifications of its personnel or contractors to the Site Owner prior to accessing the Site.
- (h) Once the Access Request Form has been processed, the Site Owner and Infrastructure Owner will, subject to the Licensee's compliance with the requirements of this Site Access Protocol, provide their acceptance of the Access Request Form in the form of a proposal sent to the Licensee via email.
- (i) The Licensee may accept the proposal by return email to the Site Owner and Infrastructure Owner. Once the proposal has been accepted, the Site Owner and Infrastructure Owner will prepare the Site Schedule.
- (j) Once the Site Schedule is confirmed, the Site Owner will send an email to the Licensee confirming the times at which a technician will be available to provide access.
- (k) Access should not be assumed unless confirmed in writing by the Site Owner.

3. Approval Process for Licensee Works

- (a) If the Licensee intends to install Licensee Works, the Licensee must comply with the requirements outlined in clause 11 of the MOU.
- (b) The Licensee Works must be installed or added in accordance with the SWMS and the plans for Licensee Works provided to the Site Owner and Infrastructure Owner (where relevant).
- (c) The Site Owner's and Infrastructure Owner's prior written approval must be obtained in respect of any material variation to the plans for Licensee Works.

- (d) Within 20 Business Days of completion of any Licensee Works, the Licensee must provide the Site Owner and Infrastructure Owner (where relevant) with:
 - (i) two (2) hard copies and one (1) soft copy of the as-built documentation showing the location of the Equipment;
 - (ii) on-site documentation;
 - (iii) an updated list of the Equipment at the Site;
 - (iv) updated main distribution frame and/or intermediate distribution frame records;
 - (v) a certificate of completion addressed to the Site Owner and Infrastructure Owner and signed by a qualified engineer certifying that:
 - (A) the applicable work has been performed with all due skill and care, and in accordance with applicable Australian standards;
 - (B) the Licensee Works have been installed, modified or removed in accordance with the plans and, if installed or modified, is located at the approved location; and
 - (C) any tower strengthening work has been performed in accordance with any agreed conditions or plans; and
 - (vi) two (2) hard copies and one (1) soft copy of the updated Radio Communications Site Management Book, as updated in accordance with the ARPANSA Standard.

4. Urgent Access Requests

If you require **emergency access** (where the fault is critical to your or our network) please contact the Site Owner directly.

The Site Owner will instruct the Licensee how to proceed in these circumstances.

5. Common Reasons for Refusal of Site Access Requests

Common reasons for refusal of Site Access Requests include:

- (a) Not enough information being provided to the Site Owner and Infrastructure Owner for them to assess, understand and approve the work being carried out.
- (b) Inadequate SWPs or SWMSs being provided.
- (c) Insufficient notice periods provided. The Licensee should allow a 10 Business Days' notice period with a 10 Business Day turnaround period (total of 20 Business Days).
- (d) Relevant documentation not being supplied with the Access Request Form.
- (e) Construction work being carried out at the relevant Site during the period of the requested access.
- (f) The Requesting Party not being suitably qualified for the requested access or works.

Appendix A

SITE ACCESS REQUEST FORM (Sample)				
1. Licensee details				
Principal Contractor				
Licensee Name:				
Licensee Address:				
Licensee Contact Name:		Phone No:	Mob No.:	Email:
Contractor Contact Name:		Phone No:	Mob No.:	Email:
2. Site and Equipment details				
Site Name:		Site no. (ACMA Site ID):		
Site Owner:		Infrastructure Owner:		
Description of any equipment to be accessed (tower, pole, equipment room) including access height for towers or poles:		Reason for access:		
3. Description of access				
Routine Maintenance:	Site Audit / Survey:	Faults:	Licensee Works:	Equipment:
Description of work to be carried out:				
4. Requested access details				
Date access required:		Requested entry time:		Duration of access (hrs/mins):
5. List of all people who require access				
Name	Organisation	Mobile No.	Accreditation confirmation (Y/N)	
*Please ensure all relevant documentation has been attached				
For Site Audit / Survey	SWP / SWMS			
For Pre-Planned Faults and Maintenance	SWP / SWMS			
For Licensee Works	SWP / SWMS	Approval documentation <input type="checkbox"/>	Proposed Design Plan <input type="checkbox"/>	
**Minimum safety requirements				
If you are climbing a Tower	Minimum 2 qualified people; Riggers; Safety Management Plan & Accreditations. Please provide names and credentials of all.			

Key Holder Acceptance for NSW Government Radio Network

In making this access request, I agree that if access is granted and I have been issued with the relevant keys, I accept the following terms:

- 1 I will report to the NSW Government Radio Network Operations Control Centre (**NOCC**) on 1800 NSW GRN (1800 679 476) when entering and leaving the Sites.
- 2 I will abide by all site safety and hazard directions and protocols.
- 3 I will ensure any non-routine or construction works have been cleared by providing a method of procedure and scope of works to the Site Owner and Infrastructure Owner and obtain prior approval for those works.
- 4 That I or my employer has current certificates of currency for workers compensation and public liability insurance.
- 5 I will wear all appropriate protection equipment.
- 6 That I will only carry out works that I am suitably qualified to do and that I have all the relevant tickets and documentary proof of my qualifications.
- 7 That I will report any dangerous or potential work, health and safety risks or incidents to the NOCC on the above phone number immediately.
- 8 That I will not interfere or interrupt other users' services unless I have been specifically directed to do so by the NOCC.
- 9 That I will not attempt or allow any other person to cut additional keys from those I have been issued with.
- 10 That I will not give or lend NSW Government Radio Network keys to any other person, unless I have specific written permission from the NOCC.
- 11 That I will take all duty of care with the security of the keys and ensure that any keys are returned immediately on completion of the approved work or use.