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NSWGRN

BAI Critical Communications

Site Access Protocol



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1 About this document

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Approver

Name	Role	Department	Approval Date
Chris Morgan	Operations Manager	Critical Communications	16/06/2014

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History

Issue	Date	Author	Reason
V0.01	09/08/2013	Norman Deutsch	1 st Draft Update
V0.02	04/09/2013	Norman Deutsch	Corrections to numbering
V1.00	16/06/2014	Norman Deutsch	1 st Approved Version. Inclusion of Inductions & Site Information Sheet.
V1.01	23/06/2014	Norman Deutsch	Amended from Telco Authority feedback
V1.02	01/12/2014	Norman Deutsch	Inclusion of GRN General Induction, key issue types, activity types and associated detail
V2.00	27/09/2017	Norman Deutsch	Overhaul of existing protocols. Inclusion of "Obligations" and "Situational Awareness"

2 Scope

The areas of network access, security and safe-working addressed are:

1. Traversing private property to access the GRN Compound (where required)
2. Compound in which the Equipment Hut/Room, tower or generator is located
3. The Shelter or Cabinet in which GRN equipment is accommodated
4. Personal Registration (Logging onto and off either a GRN site or Infrastructure)
5. Network Owner/Manager, employer and employee obligations with respect to personal safety

This document also addresses work activity in relation to site access requests and approvals.

3 References

GRN Key Issue Procedure GRN_100_WKI_012
GRN Site Access Request Form GRN_210_TAF_013
Site Condition Inspection Form GRN_210_TAF_017
Site Access SMS via email Work Instruction (Document reference pending)
(Various Site Specific) NSW GRN Site Information Sheet(s)
(Various Site Specific) Site Induction Procedure(s)
GRN General Induction
Model Code of Practice for Construction Work (Regulation 289)
FIRE PROTECTION IMPAIRMENT NOTIFICATION (Alert Number: 2014.10.001)
The NSW Rural Fires Act 1997 (no. 65)
The NSW State Emergency Service Act 1989 (No 164)
<http://www.safework.nsw.gov.au/>
<https://www.rfs.nsw.gov.au/>
<https://www.ses.nsw.gov.au/>

4 Acronyms and Abbreviations

Acronym / Abbreviation	Definition
CAB	Change Approval Board
Change Request	An approved RFC (or alternatively, an approved Planned Work Request)
GRN	Government Radio Network
GRN Facility	Hut, shelter or any similar structure within which is housed GRN equipment
MOP	Method of Procedure
NSW	New South Wales
OTRS	Ticketing system used also for Site Access Requests.
PCBU	Person Conducting a Business Undertaking
RFC	Request For Change
SAR	Site Access Request
SOW	Scope of Work
SWMS	Safe Working Method Statement

5 Overview

This document describes the protocols that govern physical access of authorised personnel into and onto the NSW Government Radio Network.

Both the GRN Network Managers and site visitors have obligations and responsibilities for ensuring that the workplace is free of risks, or at the minimum, these risks are mitigated or controlled in the best possible way. This document will clearly outline the responsibilities and outline the conditions and procedures for accessing and undertaking work on GRN sites in a controlled, safe manner.

All parties, by way of application to access a GRN site agree to follow GRN guidelines, rules and processes developed to preserve the security, safety, environment, and technical integrity of the site and of people working at that site.

6 Obligations

The following section outlines both the safe-working and operational obligations for all parties engaging in any activity involving the NSW GRN. Furthermore, particular emphasis has been placed in this section on safe-working, with reference material extracted from SafeWork NSW.

SafeWork NSW describes two classifications of entities:

1. Person Conducting a Business or Undertaking' (PCBU): a legal term under WHS laws for individuals, businesses or organisations that are conducting business.
2. "Workers": Anyone who performs paid work in any capacity for an employer, business or organisation is considered a worker. A person who performs work for a PCBU is considered a worker.

The obligations described within here are intended to be read and understood in the context of accessing a site, being on-site and leaving a site only.

6.1 Network Owner and Managers Obligations

Safe Working Obligations

"PCBUs are responsible for the health and safety of workers, contractors and visitors while at work. "

SafeWork NSW describes this obligation as being: "to make your workplace and work practices both safe and efficient. You need to look for situations that have the potential to cause harm or damage – and do something to prevent incidents from happening". And additionally, a PCBU: "must give enough relevant information, training and instruction about the work, the risks and the measures in place to control those risks."

Through the provisions written within this document, and by providing this document to all visitors to a GRN site, BAI and the Telco Authority believe that their obligations within the above description will have been met.

Operational Obligations

The Network Manager has an obligation to ensure that network services and field resources are not impacted by visitors to a GRN site. This obligation transfers to having all site visitors registering (and de-registering) their presence on-site.

6.2 Employers Obligations

All employers of workers attending a GRN site for any purpose whatsoever are bound by the same obligations as any other PCBU described by SafeWork NSW.

6.3 Workers and Site Visitors Obligations

Safe Working Obligations

There is an obligation on workers and site visitors to undertake a level of preparedness, particularly during declared bushfire seasons, total fire bans and severe weather warnings. This type of preparedness is described as "Situational Preparedness" and is described in much greater detail in Section 9 of this document. Situational Preparedness is designed to ensure that when travelling to a remote location, the worker understands any and all risks to his or her personal safety and takes the necessary precautions to ensure that they remain safe at all times.

Further to this, the worker must adhere to the requirements within the document, and where applicable, to other relevant documentation. Should any worker feel that he has not been provided enough training, information or tools to be able to undertake the visit (and tasks) required of him/her at site, then that person must not mobilise to site and must raise this issue with their employer.

Operational Obligations

All site visitors must contact the GRN NOCC prior to accessing a site. There are multiple reasons for site registration, among them being the reason to ensure that should an unexpected alarm be seen by the NOCC, they will be able to communicate immediately with the person on-site to determine if there is an issue of significance that needs attention.

7 Site Access Criteria

7.1 Overview: Reasons for Access

7.1.1 Types of Activities requiring Access

There are four types of access that would dictate which documentation is required for, and what activities can be undertaken within each access type.

Non-Construction Access:

This relates to site attendance for inspections or to do repairs or maintenance on equipment within a facility. There is no requirement to perform construction works, to install or remove equipment. No climbing of towers.

Construction Access:

This relates to work that is defined as Construction work under the model Code of Practice for Construction Work (Regulation 289).

High Risk Access:

High risk work may or may not involve construction work. The CAB assesses all high-risk work as requiring thorough risk management. All high-risk work and high-risk construction work is assessed via Change Management Processes and must be accompanied by risk assessments, safe work method statements and methods of procedure as a minimum.

Use of Plant, working-at-heights or in confined spaces are examples of High Risk Access.

Construction Project Access:

According to the Code of Practice for Construction work, a construction project is one that involves construction work where the cost of the construction work is \$250,000 or more.

Applications to enter a GRN site are required to specify if the proposed work will impact services generated from that site. All proposals to undertake work at a GRN site will be reviewed in line with the Telco Authority Change Management Policy and the BAI Change Management Process to ensure minimal risk to the network and services. Please refer to both of these documents for specific details on the controls and governance on Change.

7.1.2 Fire Impairment Notices

Any works at a GRN site that involves either, the fire security system being impaired for any period, or involves the carrying out of hazardous activities such as cutting and welding work (i.e. "hot works") must be specifically noted in the application to perform any works at a GRN site.

Once these works have been approved and scheduled, a Fire Impairment Notice must be completed by the GRN Helpdesk and forwarded to the relevant party within the Telco Authority. The work methods outlined in the Fire Impairment Notice must be observed and adhered to by all parties until the completion of the planned works.

7.2 Levels of Access

GRN enforces a risk based approach to site access and as such, all proposed construction work as defined by the Model Code of Practice for Construction must be undertaken via the GRN Change Management Process and Procedure.

BAI manages an access permission system in order to provide safe physical access to GRN sites. Currently there are different levels of access permissions depending on the frequency of visits, the purpose of the visits, works required to be performed by the applicant and the method of operation of the person or company requesting access. The access permission levels are generally defined by the key issuing procedure as:

Permanent (Unescorted)

A permanent key is issued so the requester can access the site at any time unescorted by BAI staff. Permanent issue of keys is provided to parties who require on-going access for inspections or maintenance activities. The recipients of permanently issued keys are Telco staff, Telco approved third parties, BAI staff or BAI contracted maintainers. The permanent issue of keys will only happen to parties who have the proper and current accreditation and licences for the works for which they are tasked to undertake. Permanent key holders will also have undertaken the GRN General Induction.

Temporary (Unescorted)

A temporary key is issued to approved parties for a limited duration for access to the required site unescorted by BAI staff. Temporary issue of keys can be for Telco staff, Telco approved third parties, BAI staff, BAI contracted maintainers or any other party who has approval to perform work at a specific site for a defined time period. The temporary issue of keys will only happen to parties who have the proper and current accreditation and licences for the works for which they are tasked to undertake. Temporary key holders will also have undertaken the GRN General Induction.

Escorted

The requester will not be issued with a key and must be escorted by a GRN representative on all visits to the site. Escorted access will involve an on-site induction performed by the key-holder to the third party immediately upon arrival, and prior to accessing any facility or commencement of any works. Escorted access is arranged through the GRN Helpdesk where the requester will need to submit (as a minimum) a site access application for access.

8 GRN Site Access

8.1 Process Overview

All persons who intend to visit a GRN site (for any purpose whatsoever) shall complete a "GRN Site Access Request Form" (refer Appendix A) and submit this by way of application to visit a site to the GRN Helpdesk.

Once an application has been received, reviewed and approved, a notification will be sent to the applicant informing them. All notifications of approval for Site Access Requests will be accompanied by a "NSW GRN Site Information Sheet" (refer Appendix B) together with a copy of this document.

Prior to entering a GRN facility, site visitors will register with the GRN Helpdesk, thereby receiving an SMS to which they will be required to respond confirming that they will abide by protocols described within this document.

Only by receiving approval from the GRN Helpdesk to visit a site, and responding affirmatively to any SMS prompt, will a visitor to a GRN site be considered as “approved”.

Only those who have undertaken and passed the GRN General Induction are authorised to visit a GRN site unescorted (refer Section 8.1.4).

8.1.1 Notification to Visit a GRN Site

All applications to visit a GRN site must be made in writing to helpdesk@radnet.nsw.gov.au

8.1.2 Processing Site Access Requests

All applications to visit a GRN site will be logged by the GRN Helpdesk as a SAR (Site Access Request) and treated as a RFC (Request For Change). Although the application may only be to inspect a site, treating the application as a RFC will ensure the highest level of scrutiny over the application. The Site Access Request form can be accessed via the following URL:

<https://www.baicommunications.com/wp-content/uploads/2015/07/GRN-Site-Access-Request.xlsx>

Upon raising a Site Visit case in OTRS, the Helpdesk will (by return email) notify the applicant that their application has been received.

8.1.3 Approval to Visit Site

Once the application has been reviewed and approved, the applicant will be notified by email. The notification email will be accompanied by a “NSW GRN Site Information Sheet”, the “GRN Site Access Protocols” and a “Site Condition Inspection” form.

The “NSW GRN Site Information Sheet” contains static and dynamic information which provides the approved visitor information about the site with respect to directions, protocols and known hazards. Precautions and recommendations are also contained within the sheet.

The “Site Condition Inspection” form is to be completed by all unescorted visitors to a GRN Site upon arriving at site. The completed form shall be returned to the GRN Helpdesk as soon as practicable thereafter, but no later than 24 hours after the visit to site is completed.

8.1.4 Before Visiting Site

Prior to going to the GRN site, it is the responsibility of the approved visitor to check Induction requirements as detailed in the “NSW GRN Site Information Sheet”, as many sites have more than one induction requirement. All induction requirements must be complied with.

All intended visitors to a site must also undertake Situational Awareness (refer Section 9 of this document).

Details of keys required to access a site are contained in the “NSW GRN Site Information Sheet” sent to the applicant upon approval. It is the applicants’ responsibility to specifically request keys, or an escort to a site.

8.1.5 Site Induction

Once inducted, any approved visitor becomes an “authorised visitor” to that site for the duration, and under the terms of the approved Site Access Request Form.

Any visitor, approved or otherwise, who has not undertaken and successfully completed the required induction for a GRN site, is not authorised to visit that site under any circumstance.

8.1.6 Traversing private property to access the GRN Compound (as required)

In many cases, access to the GRN compound will require access through private property, nature reserves, third party owned land, etc. Generally, such access paths are restricted and padlocks/chains are used to prevent unauthorised or public access.

Where such restrictions apply, GRN accessible padlocks are placed in "series" (i.e. daisy chained) with third party padlocks, enabling access by multiple parties. All padlocks opened are to be replaced as they were upon arrival by field staff ensuring that no padlocks are "looped out" of a daisy chain of padlocks.

Additionally, the usual social practice of closing gates after opening and passing through must be followed in order to respect the property and assets of landowners.

8.1.7 On-site Registration

Prior to entering a GRN facility, it is the duty of an authorised visitor to contact the GRN Helpdesk (1800 679 476) to inform them of the impending visit.

The authorised visitor must quote the Case Number provided to them upon approval to visit the site, to the GRN Helpdesk. The visitor must provide/confirm their own contact details with the GRN NOCC.

The visitor will be sent an SMS from the GRN NOCC requesting confirmation that the "GRN Site Access Protocols" have been read, understood and will be complied with. This SMS will also contain a link to the same document. Only by confirming by return SMS that this condition will be met, will a visitor be approved to access that GRN site.

When an authorised visitor enters a GRN-controlled facility, it is a requirement of the approval that before undertaking any work, that they familiarise themselves the site, including all emergency exit doors.

8.1.8 Health and Safety

It is the duty of any authorised visitor to immediately inform the GRN Helpdesk of any issues of concern noticed whether that be on arrival or during planned works.

Some examples of "Issues of concern" are:

- Obstructions on access tracks
- Compromised/damaged fences, huts or structures
- Dangerous, or potentially dangerous circumstances
- Dangerous or hazardous fauna on or near GRN premises

In the case where an authorised visitor is at a GRN site to perform work, those visitors shall only perform work in scope and under the methodologies described in their approved Change Request.

Where a hazard is identified which would compromise the intended work in any way; this work should be suspended until the hazard has been remedied.

Any WHS issues or incidents are to be communicated to the GRN Helpdesk as soon as is practicably possible. The Site Condition Inspection form is designed for this purpose.

8.1.9 Compounds, Shelters, Huts and Electrical Meter Boxes

Compounds, shelters and huts in which GRN equipment is located are secured with any number of physical locks. This is true for electrical meter boxes as well.

The details of these locks and the keys that open them are provided in the "NSW GRN Site Information Sheet", and authorised visitors to a site must ensure that they have made provision to acquire keys or to be escorted to site by authorised staff that have the appropriate keys.

8.1.10 Leaving Site

When preparing to leave a site, the authorised visitor must contact the GRN Helpdesk to both de-register from site and to confirm that the GRN Helpdesk have no alarms from that site that are not understood. An authorised visitor

to a GRN site must work with the GRN Helpdesk to understand and address any alarms detected and not cleared since the arrival of the visitor to site.

The visitor is expected to undertake Situational Awareness with respect to their return journey from site.

8.1.11 Key Return

All keys assigned to an approved visitor must be returned by the return date as agreed at despatch. The Key Issue form (refer Appendix D) outlines the specific terms of release of a key and also the potential consequences of a key not being returned.

9 Situational Awareness: Bushfire Preparedness, Storms, Floods

It is essential that personnel intending to visit to any GRN site familiarise themselves with any natural hazards/threats/dangers that may, or may soon, exist in the area of the GRN site, or may exist on the route that they intend to take to visit that site. Researching, and remaining updated on any potential developments is a critical element for field personnel to remain safe from the moment they set out on their journey to site, whilst they are on-site working and all of the way through to the moment they arrive home.

Natural hazards/threats/dangers can be better described as: Bushfires, Storms, Floods and Tsunamis

Bushfires

Under NSW Legislation, and within the Rural Fires Act 1997 (no. 65), one of the core functions of the NSW Rural Fire Service (NSW RFS) is "to issue public warnings about bush fires and bush fire threats in the State for the purpose of protecting life and property".

The RFS perform this function in several ways:

- Via the RFS web-site: <https://www.rfs.nsw.gov.au/>
- Via the mobile phone app "Fires Near Me NSW"
- Via feeds to ABC Local Radio

With respect to preparing and remaining alert to the threat from Bushfires, the RFS website states: "Keep yourself informed on days of increased fire danger. Pay attention to your local radio and TV stations and monitor our website and social media pages on hot, dry, windy days. This will help you plan your day and make sure you avoid areas where there is an increased risk of a bush fire." BAI would add that it is good practice when on-site in these circumstances to have local ABC radio on playing within earshot.

Local ABC radio stations and their operating modes and frequencies are listed on the ABC web-site and additionally reproduced in Appendix F of this document (current only as of Sept 27th, 2017).

Storms, Floods & Tsunamis

Under NSW Legislation, and within the State Emergency Service Act 1989 (No 164) one of the core functions of the NSW State Emergency Service (SES) is "to protect persons from dangers to their safety and health, and to protect property from destruction or damage, arising from floods, storms and tsunamis"

Information relating to public safety is available:

- Via the SES web-site: <https://www.ses.nsw.gov.au/>
- Via ABC Local Radio

All NSW flood and weather warnings are also available on the Bureau of Meteorology website at: <http://www.bom.gov.au/>




9.1 Preparation and Information.

Mobilised personnel are expected manage their own safety with regards to natural hazards/threats/dangers. They must do this by accessing the primary sources of information as detailed above. Alternate or secondary information sources, including primary sources of information that are relayed by another person or entity, will never be as accurate as having the information provided direct from the original source. For this reason, alternate or secondary information sources should not be relied upon in the decision-making processes surrounding personal health and safety.




Should any person at, or heading to a GRN site, request from the GRN NOCC, information pertaining to any natural hazards/threats/dangers, this will be perceived as that individual has not prepared properly for their mobilisation. The NOCC is not a primary information source regarding situational awareness and cannot provide better information than that described from the primary sources within this section. That person will be instructed to stop what they are doing, and either undertake further preparation or demobilise and return to base.

Should the NOCC be informed that a GRN site is under threat from a natural hazard/threat/danger that information will be correlated against known mobilisations and impacted site visitors will be alerted immediately to any of these threats.

10 Appendix A: NSW GRN Site Access Request Form

 			
Request for Site Access			
<p>This form is an application to visit and enter an GRN Facility. This form by itself does not provide approval to perform work at a GRN site. All requests to perform work on GRN equipment or at a GRN site must be made via submission of a Request for Change (RFC) and cross-referenced on this form. Incomplete applications will be assessed as "Rejected".</p>			
Section 1: Site Visit Details			
Is this application solely for an inspection?	Yes	No	If "Yes" proceed to Section 2. If "No" continue with Section 1.
(Note: Anything other than a viewing the facilities from ground level is deemed not to be an inspection)			
Provide the Case number for the associated work/approved RFC:			
Will you be climbing the Tower:	Yes	No	Please highlight the appropriate selection
Section 2: Access Details			
Site Name:			
Proposed Date		Proposed Time (Start)	Proposed Time (Finish)
Site Name:			
Proposed Date		Proposed Time (Start)	Proposed Time (Finish)
Site Name:			
Proposed Date		Proposed Time (Start)	Proposed Time (Finish)
Are keys required for any of the above sites? If so, state which.			
Section 3: Applicants Details			
Applicants Name:		Company Name:	
Applicants Phone:		Applicants Email:	
Section 4: Attendees Details			
Attendees Name:		Attendees Phone:	
Attendees Name:		Attendees Phone:	
Attendees Name:		Attendees Phone:	
Attendees Name:		Attendees Phone:	
Section 5: Other Information			
<p>By submission of this site access request, I the applicant, understand and agree to abide by the following conditions should this application be approved:</p> <ul style="list-style-type: none"> * I am responsible for all attendees for the purposes of this site visit whether they are listed on this application or not. * All attendees to site will not interfere with any equipment, facilities or services on-site unless there is an approved Request for Change (RFC) with that RFC listed in Section 1 of this application. * Unmanned GRN Facilities do not have fire extinguishers installed in them. Attendance to site is granted only on the basis that the attendees will have in their presence, a Class E (Energised Electrical Equipment) Fire-Extinguisher for use, should it be needed. * Unmanned GRN Facilities do not have first aid kits installed in them. Attendance to site is granted only on the basis that the attendees will have in their presence, a first aid kit for use, should it be needed. * Attendees to site will contact the GRN NOCC by phone prior to entering site for registration purposes. * Attendees to site will contact the GRN by phone immediately prior to leaving the site and (if required) will work under the direction of the NOCC to remediate any issues that may have arisen since entry was registered and which may have been caused by the attendees. * Failure to comply with these conditions may result in any future site access requests by the applicant being refused. 			
Section 6: NSW GRN NOCC - Contact details			
E-Mail Address:	helpdesk@radnet.nsw.gov.au	Phone:	1800 679 476
Section 7: NSW GRN NOCC - Official use only			
GRN NOCC Case No:		Approval Granted:	Yes / No
Form No.: GRN_210_TAF_013			
Form Updated: 17/03/2015			
TAF_013_BAI			

11 Appendix B: Request For Change Form

 										
NSW Government Radio Network: Request For Change										
<p>This Request for Change (RFC) is an application to perform work on the NSW Government Radio Network (GRN). A separate application (via a Site Access Request Form) must be made after approval has been granted to access sites to which this application refers. RFCs must be submitted with a minimum of 2 weeks notice. Applications submitted with less than 2 weeks notice of the proposed work date will be assessed, but may only be granted approval for a date later than that proposed.</p>										
Section 1: Applicants Details										
Applicants Name:					Company Name:					
Applicants Phone:					Applicants Email:					
Section 2: Work Details										
Is this RFC for more than one site? Yes / No			Site Name(s):							
Section 3: Work Description										
Activity Type: <small>See Section 4</small>		Non Construction Yes / No		Construction Yes / No		High Risk Yes / No		Construction Project Yes / No		
Hot works (welding, cutting or similar) Yes / No		Works impacting a site fire security system?				Yes / No				
Brief Description of Proposed Work:										
Proposed Start Date			Proposed Start Time							
Proposed Finish Date			Proposed Finish Time							
Is an outage required? Yes / No		Outage details (if applicable)								
Does this RFC relate to an existing approved RFC? Yes / No			If "yes", provide the RFC number -->							
Are any services or equipment being made obsolete by this application? Yes / No			If "yes", provide detail with this application							
Section 4: Other Information										
<p>Non Construction Activity: This relates to site attendance for inspections or to do repairs or maintenance on equipment within a facility. There is no requirement to perform construction works, to install or decommission equipment. No permission granted for climbing of towers within this category.</p> <p>Construction Activity: This relates to work that is defined as Construction work under the model Code of Practice for Construction Work (Regulation 289).</p> <p>High Risk Activity: High risk work may or may not involve construction work. Use of Plant, Working at heights or in confined spaces are examples of High Risk Access.</p> <p>Construction Project Activity: According to the Code of Practice for Construction work, a construction project is one that involves construction work where the cost of the construction work is \$250,000 or more.</p> <p>By submission of this Request For Change (RFC), I the applicant, understand and agree to abide by the following conditions should this application be approved:</p> <ul style="list-style-type: none"> * I am responsible for all attendees for the purposes of this work whether they are listed on this application or not. * All attendees will have successfully undertaken the GRN General Induction, (in instances where not escorted by a BAI Technician). * All attendees will not interfere with any other equipment, facilities or services out of scope of this work * All personnel involved in the activities to which this application describes have all of the accreditations, certifications and likewise that are required by the regulators of those industries to allow them to perform those activities safely and legally. * Liability for any damages to persons or property that may result as an outcome of the work, actions or workmanship pertaining to this RFC, will remain with 										
Section 5: NSW GRN NOCC - Contact details										
E-Mail Address:			helpdesk@radnet.nsw.gov.au				Phone:		1800 679 476	
Form No.: GRN_210_TAF_014										
Form Updated: 26/11/2014										

12 Appendix C: NSW GRN Site Information Sheet (Example)


NSW Government Radio Network: Site Information Sheet			
Site Name	Nyngan	GRN#	203
P25 Zone	2	P25 Site #	3
Site Address	Tottenham Rd Nyngan Rd, 3.7 Km's outh of Nyngan NSW 2825		
Area Covered	Nyngan / Western NSW		
Site Also Known As	-		
Land Owner	Broadcast Australia Pty Ltd		
Land Owner Contact Details	Broadcast Australia: access@broadcastaustralia.com.au ph: (02) 8113 4645		
Compound Owner	Broadcast Australia Pty Ltd		
Compound Owner Contact Details	Broadcast Australia: access@broadcastaustralia.com.au ph: (02) 8113 4645		
Hut owner	NSW Telco Authority		
Hut owner Contact Details	GRN NOCC - 1800 679 476		
Site Controller	Broadcast Australia Pty Ltd		
Site Controller Contact Details	Broadcast Australia: access@broadcastaustralia.com.au ph: (02) 8113 4645		
Tower Owner	Broadcast Australia Pty Ltd		
EME Responsibility	Broadcast Australia Pty Ltd		
Latitude	-31.587155		
Longitude	147.180765		
Site Access Details			
Location Access Instructions	Proceed from Dubbo along the Mitchell Highway into Nyngan. Cross over the railway line and proceed down Nyngan main street (Pange St) towards Bourke/Cobar. Just before the Bogan River turn left onto Moonagee road (Follow signs to Tottenham). Travel approx. 3.3 Km's along road and on the left side of the road take the track over the Levy bank and arrive at site.		

NSW GRN: SITE INFORMATION SHEET	
Access Track conditions	-
4WD Required	NO
Parking	Inside Levy banks but outside compound
Site Access Instructions	-
A GRN Site Induction is required for all GRN Sites	
3rd Party Induction Required?	YES - Broadcast Australia Induction
Notification Required prior to accessing site?	YES - Contact Broadcast Australia to inform them that you are on site - 0294322144 (phone number and site number on door). Log in when you arrive and log out when you leave.
Site Key Details	
Key: Gate	N/A
Key: Compound	GRN09
Key: Hut	14005
Key: Meter Key	N/A
Hazards / H&S / Risks	
Hazards / H&S / Risks	Good Telstra Mobile phone coverage on site in hut or outside.
Total Fire Ban Information - Surrounding Environment Rating	Very High - Bushland or similar
Asbestos Y / N?	UNKNOWN
📍	
Nearest Hospital/Doctors Details	
Hospital Name	Nyngan District Hospital
Hospital Address	Hoskins St, Nyngan
Hospital Contact	(02) 6835 1700
Doctors Name	Heggie Ryan Dr

13 Appendix D: Key Issue Form (Example)



GRN KEY ISSUE

Full Name: _____	Contact No: _____
Company Name: _____	Date: _____
Case No: _____	Site Name & Number: _____
Key Return Date: _____	
I acknowledge that:	
<input type="checkbox"/> All Passes/Keys I have been issued with will be returned to the NOCC on demand by the NOCC	
<input type="checkbox"/> The NOCC will be contacted immediately (1800 679 476) on the loss of any issued passes/or keys	
<input type="checkbox"/> Under no circumstances are any issued keys to be copied or duplicated	
<input type="checkbox"/> Passes/Keys are not transferable and are not to be provided to other parties for access	
<input type="checkbox"/> All approvals have been provided from all site controllers and asset managers for the GRN sites	
<u>AND</u>	
Lost or stolen keys issued to me may result in liability to the Supplier for the direct, reasonable cost of lost or stolen replacement key(s) when lost or stolen while in the possession of the Supplier, and may also result in charges for replacing associated security locks (only where reasonable and where replacement was directly required because of the lost or stolen key).	
Full Name: _____	
Signature: _____	Date: _____
	

Keys Returned (Signature):

14 Appendix E: Site Access vs Required Documentation

Examples of activities and type of access:

Type of Access	Activities for this access type	Minimum Documentation required	Notice Period (Business Days)
Non Construction	Site Inspection	GRN application	3
	Faults Rectification & Routine Maintenance	GRN application	As required
	Access Through Site	GRN application	3
	Switching/Recabling	GRN application, Cabling Licence	3
Construction Work	Installation / Removal of Equipment	SOW, MOP, JSA, SWMS, Relevant industry accreditation	10
High Risk Work	Climbing, Confined Spaces, Antenna replacement, Structural or Civil works.	SOW, MOP, Risk Register, SWMS, Riggers Certificate, Tower Rescue, Senior First Aid Certificate, verification of competency of workers site safety procedures, plant hazard management plans	10
Construction Project	Program of Installation / Removal of Equipment across many sites	SOW, MOP, JSA, SWMS, Relevant industry accreditation, Safety management plan	10

15 Appendix F: ABC Local Radio Station Listing for NSW

The following table lists NSW locations with corresponding ABC Local Radio by frequency.
(a.m. frequencies (x 10 kHz) shown in blue, f.m. (MHz) shown in black). Table accurate as of Sept. 27th 2017.

NSW	Local Radio (a.m./f.m.)	NSW	Local Radio (a.m./f.m.)	NSW	Local Radio (a.m./f.m.)	NSW	Local Radio (a.m./f.m.)
Adelong	675/89.9	Deniliquin	549/594/675/774	Maclean/Ashby	738/94.5	Smiths Lake	756/1233/95.5
Albury	675/106.5	Dorrigo	684/738/92.3	Maitland	702/1233	South West Rocks	684/(738)/(95.5)
Anna Bay	702/1233/(95.5)/95.9	Dubbo	549/95.9/107.1	Manilla	648/99.1	SW Slopes/ E Riverina	89.9
Appin	702/97.3	Dunedoo	549/648/107.1	Manly/Mosman	702	Stanwell Park	702/97.3
Armidale	648/(738)/819/101.9	Dungog	1233	Manning River	95.5	Stroud	1233
Ashford	819/107.9	Eden	810/106.3	Medowie	702/1233/95.9	Swansea	702/1233
Ballina	612/738/94.5	Elizabeth Beach	756/95.5	Menindee	999/97.3	Sydney	702
Balranald	594/675/774	Emmaville	819	Merewether	702/1233	Sydney North West	702
Batemans Bay	103.5	Eugowra	549	Merrimbula	810/106.3	Sydney South West	702
Bathurst	549	Evans Head	738/94.5	Merriwa	549/648/101.9	Talbingo	88.9*
Batlow	(89.9)	Finley	549/675/774/97.7	Milton	97.3/103.5	Tamworth	(549)/648
Bellingen	648/738/73.8	Forbes	549/675	Mittagong	702/97.3	Taralga	549/702
Bega	810	Forster	756/95.5	Molong	549	Taree	756/95.5
Belmont North	702/1233	Gerrington	702/97.3	Moree	549/648/819/99.1	Tea Gardens	(702)/1233/(95.5)/95.9
Bermagui	810/103.5	Glen Innes	738/819	Morisset	702/1233	Temora	549/675/89.9
Blayney	549/702	Gloucester	756/100.9	Moruya	103.5	Tenterfield	738/819/89.9
Blue Mountains	702	Goodooga	549/675/711/99.3	Moss Vale	702/97.3	Thredbo	88.9
Boambee/Sawtell	684/738/92.3	Gosford	702/92.5	Moulamein	549/675/774/102.1	Tottenham	549/98.9
Bombala	810/94.1	Goulburn	549/702/92.5	Mount Kembla	702/97.3	Trangie	549/(107.1)
Bonalbo	738/91.3	Grafton	738/92.3	Mudgee	549/99.5	Trundle	549/(675)
Bourke	549/657	Grenfell	549/675/89.9	Mullumbimby	612/720/738/94.5	Tumbarumba	102.9*
Bouddi	702/(92.5)	Griffith	549/675/774/100.5	Mungindi	549/657/711	Tumut	97.9
Bowral	702/97.3	Gulgong	549/107.1	Murrumbidgee Irrigation Area	100.5	Tuncurry	756/95.5
Brewarrina	549/657	Gundagai	549/675/89.9	Murrurundi	549/648/1044/96.9	Tweed Heads	612/720/(738)/91.7/94.5
Broken Hill	999	Gunning	549/666/702	Murwillumbah	612/720/738/94.5	Ulladulla	97.3/103.5
Brunswick Heads	612/720/738/91.7/94.5	Gunnedah	549/648/99.1	Muswellbrook	648/702/1044/1233/105.7	Upper Hunter	1044/105.7
Bulahdelah	1233	Guyra	648/738/819/101.9	Nambucca Heads	684/738/92.3/95.5	Upper Namoi	99.1
Bungendore	549/666	Harden	549/89.9	Narooma	810/103.5	Uralla	648/819/101.9
Byrock	549/657	Hay	549/594/675/774/88.1	Narrabri	549/648/99.1	Vacy	(702)/1233
Byron Bay	612/720/738/94.5	Hillston	549/594/675/100.5	Narrandera	549/675/774/100.5	Wagga Wagga	549/675/89.9/102.7
Camden	702/97.3	Holbrook	675/106.5	Narromine	549/107.1	Walcha	648/819/88.5
Cambelltown	702/97.3	Huskisson	702/97.3	Nelson Bay	702/1233/95.5/95.9	Wallerawang	549/(702)/94.1
Canowindra	549	Illawarra	97.3	Newcastle	702/1233	Walgett	549/648/657/105.9
Captains Flat	(666)	Inverell	648/819/99.1	North Haven	756/95.5	Warialda	819/99.1
Casino	738/94.5	Ivanhoe	594/106.1	Nowra	702/97.3	Warners Bay	702/1233
Central Tablelands	549	Jerrilderie	549/675/774	Nyngan	549/(657)/95.1	Warren	549/107.1
Central Western Slopes	107.1	Jervis Bay	702/97.3	Oberon	549/(702)	Wauchope	684/95.5
Cessnock	702/1233	Jindabyne	(810)/95.5	Ocean Shores	612/720/738/94.5	Wee Waa	549/648/99.1/(107.1)
Cobar	549/659/106.1	Junee	549/675/89.9	Orange	549/(702)	Wellington	549
Coffs Harbour	684/738/92.3	Kandos	549/702/96.3	Parkes	549	Wentworth	594/1062/104.3
Collarenebri	549/648/657/99.1	Katoomba	702	Peak Hill	549	Werris Creek	549/648
Condobolin	549/675	Kempsey	684/738/95.5	Penrith	702	West Wyalong	594/675/89.9
Coolah	549/658	Khancoban	89.7*/99.7	Picton	702/97.3	White Cliffs	107.7*
Coolamon	549/675/89.9/100.5	Kings Cross	702	Port Macquarie	684/95.5	Wilcannia	1584
Cooma	(810)/1602	Kiama	702/97.3	Port Stephens	(702)/1233/(95.5)/95.9	Windsor	702
Coonabarabran	549/648/107.1	Kotara	702/1233	Portland	549/(702)/94.1	Wollongong	702/97.3
Coonamble	549/648/107.1	Kyogle	612/738/94.5	Queanbeyan	(549)/666	Woolgoolga	684/738/92.3
Cootamundra	549/675/88.9	Lake Cargelligo	549/675/ (100.5)	Quirindi	549/648/1044	Woronora	702
Corowa	549/675/774/106.5	Lake Cowal Mine	89.3*	Raymond Terrace	(702)/1233	Wyong	702/1233
Cowra	549	Laurieton	(684)/(756)/95.5	Richmond	702	Yamba	738/94.5
Crescent Head	684/95.5	Leeton	549/675/774/100.5	Richmond/Tweed	94.5	Yass	549/666/702
Crookwell	549/702/106.9	Lightning Ridge	92.1	Rylestone	549/(702)/96.3	Young	549/675/89.9/96.3
Culcairn	549/675/106.5	Lismore	612	Scone	648/702/1044/105.7		
Cumnock	549	Lithgow	1395	Shellharbour	702/97.3		
Dalmeny	103.5	Macksville	684/738/92.3	Singleton	702/1044/1233/105.7		