IT Appropriate Use - Telecommunications Security and Safety Guidelines

Section 1 - Purpose / Objectives

(1) Guidelines for safety, design and installation of communications equipment at VU.

Section 2 - Scope / Application

(2) These Guidelines apply to ITS and VU.

Section 3 - Definitions

(3) Nil

Section 4 - Policy Statement

(4) Nil

Section 5 - Procedures

(5) Nil

Section 6 - Guidelines

Physical Security

(6) Communications room must be kept secure and must be maintained to be in the proper conditions that allow it to operate well and conform to relevant standards and guidelines at all times. Installation of new racks, wire, hardware or other peripherals and modification to existing arrangements within Communications room must be done carefully, and done by people with enough knowledge, care and understanding, thus must be authorised, advised and closely monitored by ITS. Unauthorised access by any person including unauthorised Victoria University staff is strictly prohibited. Violation can result in a big risk and jeopardize the university operation and as such will be subject to serious disciplinary action at the highest possible level.

Requests for the new installation of communications and network connectivity

(7) ITS is responsible for providing new installations and communications systems connectivity. However, in many cases, it is subject to the availability of required connecting ports (voice and/or data). Installation of new ports depends on many factors including, but not limited, to the availability of related communications devices to provide extra ports (voice and/or data), and the available capacity to install required and relevant new devices into

Communications rooms. To avoid undue delay, and possibly long delay as well as substantial extra cost, request for ITS services must allow sufficient time for proper preparation and arrangement.

Telecommunications Security and Safety

(8) The design must conform to the following applicable standards:

    a. AS/NZS 3000:2007 (supersede AS/NZS 3000:2000) - The Australian/New Zealand Standard for Wiring Rules.

    b. AS/NZS 3084:2003 - Telecommunications installations - The Australian/New Zealand Standard for Telecommunications pathways and spaces for commercial buildings.

    c. DR 07135 CP - Amendment 1 to AS/NZS 3084:2003 - The Australian/New Zealand Standard for Telecommunications installations - Telecommunications pathway and spaces for commercial buildings (ISO/IEC 18010:2002, MOD).

    d. AS/ACIF S008:2006 (supersede AS/ACIF S008:2001) - The Australian Communications Industry Forum Standard for Requirements for customer cabling products.

    e. AS/ACIF S009:2006 (supersede AS/ACIF S009:2001) - The Australian Communications Industry Forum Standard for Installation requirements for customer cabling (Wiring Rules).

(9) The design must also conform to ITS's Guidelines For The Design Of Telecommunications Spaces And Pathways In Victoria University Buildings . If any conflict exists among the standards mentioned above or between the standards mentioned and this document, then the conflict must be brought to the attention of the Victoria University Telecommunications Project Manager for resolution.

(10) Design of new buildings or extensive renovation to buildings must be submitted to ITS for reviews, comments and approval before proceed to construction phase.

Status and Details

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