



Australian Government



Critical
Infrastructure
Centre

Form TSS1

Notification of Proposed Change to a Telecommunications System or Telecommunications Service

When to use this form	Carriers and nominated carriage service providers should use this form to notify the Communications Access Co-ordinator of a proposed change under section 314A(3) of the <i>Telecommunications Act 1997</i> .
Purpose of this form	The information in this form is used to assess the proposed change under section 314B of the Act.
Completing this form	All questions are required unless otherwise noted. Failing to provide detailed responses may delay assessment of the proposed change.
Returning your form	Check that all required questions are answered and that the form is dated and electronically signed. Submit the PDF file and all attachments through cicentre.gov.au .
Next steps	The Communications Access Co-ordinator will provide written notice of the assessment outcome to the designated contacts within 30 days of receiving the completed form and all attachments.
For more information	Go to cicentre.gov.au or email at enquiries@cicentre.gov.au or call us on (02) 5127 7387 .

Section 1

Entity Details

1.1 Notifying entity

Name of notifying entity

ABN

Type

- Carrier Nominated Carriage Service Provider

Carrier Licence No

Size

- Less than 10,000 end users
 Between 10,000 and 100,000 end users
 Between 100,000 and 1,000,000 end users
 More than 1,000,000 end users

1.2 Contacts

You must provide at least one contact for technical matters.

1.2.1 Primary Contact

Name

Position

Email(s)

Phone number(s)

Address

Security clearance

Contact Type Technical Non-Technical Technical and Non-technical

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1.2.2 Secondary Contact

Name

Position

Email(s)

Phone number(s)

Address

Security clearance

Type Technical Non-Technical Technical and Non-technical

1.3 Acknowledgement

Pursuant to section 314A of the *Telecommunications Act 1997* (Cth), I am notifying the Communications Access Co-ordinator of the intention of _____ to implement a proposed change to a telecommunications service or a telecommunications system that _____ is aware is likely to have a material adverse effect on its capacity to comply with its obligations under subsection 313(1A) or (2A) of the Act.

Knowingly producing a document in compliance with a law of the Commonwealth that is false or misleading can constitute an offence under subsection 136.2(1) of the *Criminal Code Act 1995* (Cth).

Accordingly, by typing my name below, I certify that the statements in this notification are true, complete and correct to the best of my knowledge and beliefs, and made in good faith.

Signed

Position

Date

Section 2

Details of proposed change

2.1 Key features

Select the relevant box if the proposed change includes one or more of the following features.

Standard Build ¹	<input type="checkbox"/>	Outsourcing	<input type="checkbox"/>
Bulk Change ²	<input type="checkbox"/>	Provision of new services	<input type="checkbox"/>
Offshoring (equipment or services)	<input type="checkbox"/>	Procuring new equipment or technology	<input type="checkbox"/>
Changes to a critical business function	<input type="checkbox"/>	Changes to the management of services	<input type="checkbox"/>
Changes to sensitive or core part of a network	<input type="checkbox"/>	Changes to the location of notifiable equipment	<input type="checkbox"/>
New vendor or supplier	<input type="checkbox"/>	New managed service provider	<input type="checkbox"/>

¹ A 'standard build' describes consistently procured equipment or a network addition, which is replicated throughout a network. One notification can be submitted for a standard build, unless the build changes to a type of equipment that has not been previously submitted to the CAC by the C/NCSP, in which case a new notification would need to be submitted outlining the changes in the new build.

² A 'bulk change' describes a series of changes that can be treated as one overarching; e.g., a standard set of equipment to be used in a network proposal (including installed software/firmware) or a specific product range (including incremental version changes). One notification can be submitted for a bulk change.

2.2 Description of proposed change

2.2.1 Describe the proposed change.

2.2.2 List the carrier's or provider's reasons for proposing this change.

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2.2.3 Describe the timing of the proposed change, including any key dates or sensitivities.

2.2.4 List any existing assets, systems, services or facilities that the proposed change will affect.

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2.2.5 List any new assets, systems, services or facilities that the proposed change will affect.

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2.3 Third parties

2.3.1 List all third parties involved in the proposed change

Use the table below to list all third parties who will be, or may be, involved with the proposed change.

Provide the following information for each third party:

- Name of the third party business providing the goods, services or functions
- The ABN or, for non-Australian companies, the D-U-N-S Number
- The functions the third party will provide and the circumstances under which they will provide those functions
- The assets, systems, services or facilities the third party will have one-off or ongoing access to
- Boundaries of access the third party will have to the relevant assets, systems, services or facilities

Note: add additional rows using the + button on the right-hand side of the last row.

Business name	ABN or D-U-N-S Number	Functions provided	Accessible assets, systems, services or facilities	boundaries

Sensitive (After first entry)

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Business name	ABN or D-U-N-S Number	Functions provided	Accessible assets, systems, services or facilities	Access boundaries

Sensitive (After first entry)

Sensitive (After first entry)

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Business name	ABN or D-U-N-S Number	Functions provided	Accessible assets, systems, services or facilities	Access boundaries

Sensitive (After first entry)

2.3.2 Describe how the carrier or provider will oversee and monitor the third party access identified at 2.3.1.

2.3.3 List all controls the carrier or provider will use to enforce the access boundaries identified at 2.3.1.

2.4 Material adverse effects

2.4.1 Describe the material adverse effect(s) that the carrier or provider believes implementing the proposed change is likely to have on its capacity to comply with its obligations under section 313(1A).

2.4.2 Describe how likely the carrier or provider believes it is that implementing the proposed change will have the material adverse effect(s) described at 2.4.1, and how the carrier or provider came to that assessment.

2.4.3 Describe any material adverse effect(s) that the carrier or provider is aware of that implementing the proposed change may have on the capacity of any other carrier or carriage service provider to comply with its obligations under sections 313(1A) or 313(2A).

2.5 Other information

2.5.1 List any sensitive users the carrier or provider is aware of that may be affected by the proposed change.³

³ 'Sensitive users' include, but are not limited to, governments, critical service providers, universities, science and research organisations, large healthcare providers (or their suppliers and business partners), financial and other large commercial entities. 'Critical services' include, but are not limited to, power, water, health, banking, transportation and emergency services.

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2.5.2 Identify the carrier's or provider's existing mechanisms for maintaining competent supervision of, and effective control over, telecommunications networks and facilities owned or operated by the carrier or provider.

2.5.3 Describe any alternative options you considered which may have reduced the material adverse effect(s) described at 2.4.1 and outline why they were not the chosen mitigation.

2.5.4 List any related prior, current or future Notification or Security Capability Plan. (optional)

2.5.5 Provide any other information you believe is relevant to assessing whether in relation this proposed change, there is a risk of unauthorised interference with, or unauthorised access to, telecommunications networks or facilities. (optional)

Section 3

Attachments

List all attachments to this submission.

- It is strongly recommended that carriers and providers submit copies of any relevant internal risk assessments.
- Allowed file types are PDF, JPG, JPEG, PNG and XLSX.
- PDF and XLSX files can be up to 10 MB; all other attachments can be up to 5 MB.
- You may make multiple submissions if you need to submit more than 5 attachments (including this form).