

Co-locating on State owned Telecommunications Radio sites – Victoria

Foreword

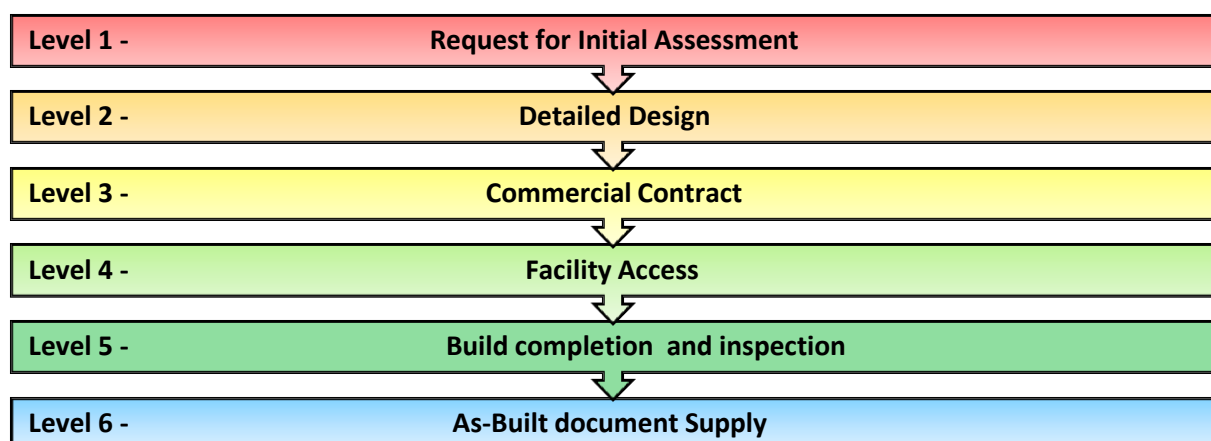
The State of Victoria owns a number of sought after telecommunication sites across Victoria, Australia.

Since 2012, the Emergency Services Telecommunications Authority (ESTA) manages these sites on behalf of the State of Victoria.

Persons interested in becoming a Tenant of one or more of these sites may contact ESTA via email at co-locations@esta.vic.gov.au or by telephone on 03 8656 1200 during business hours and request to speak to the *Commercial Manager*.

Process

ESTA employs a simple six level process in managing all changes and additions as follows:



Level 1 – Request for Initial Assessment

Application forms are available upon request to co-locations@esta.vic.gov.au or by calling 03 8656 1200 between 0900 and 1600hrs normal business working days in Victoria.

ESTA will provide you with all necessary application forms and guide you through the requirements for submitting the application.

ESTA will provide you a point of contact for all questions relating to your application and its status.

ESTA will conduct a feasibility analysis including but not limited to; ground space availability, tower space availability, power supply availability and Radio frequency interference studies.

Level 2 – Detailed Design

Once Level 1 has been approved, Applicants who wish to progress with the co-location process should prepare their detailed design and submit for ESTA's review and approval. No on-site work can commence at this stage.

Level 3 – Commercial Contract

Once Level 2 has been accepted and approved, ESTA will determine the Schedule of Rates based on the agreed Level 2 submission. You are now ready to discuss licence terms with ESTA which will be captured into a legally binding Licence Agreement.

Level 4 – Facilities Access

Insurance: It is important that you obtain insurance for your equipment installation prior to construction. Your insurance must remain in effect throughout the duration of

the Site Agreement. This protects both the underlying landowner and respective facility owner/s. The specific requirements are detailed in the Licence Agreement.

Notice to Proceed: You will be required to submit the following documents to obtain permits (if required), Public Liability insurance details, executed Licence Agreement, general contractor information, relevant OHS&E information (SWMS, JSA, MOP, etc.) and evidence of personnel qualifications for any structural, electrical and environmental works performed. ESTA will now provide you with approval to proceed with your installation on site.

Licence Commencement: Depending on the terms of the agreement, the licence commences and you start paying rent to the State. The commencement date is typically within 30 days of execution or the date you install your equipment.

Step 5 – Build completion and inspection

Upon your advice of build completion, ESTA will arrange for a joint site inspection to verify installation according to the approved Level 2 design. You agree to work with ESTA and rectify non-conformances or variations to the drawings and Licence Agreement promptly.

Step 6 – As Built Documentation supply

You will be required to submit all agreed documentation and specifications for equipment as installed.

ESTA will update all legislated site records (RCSMB etc.) upon receipt of your documentation.

Normal Operations

You now enter into normal operation of your installation and maintain all requirements in the Licence Agreement ensuring the site is secure by following all procedures provided in Level 4 – Facilities Access.

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