

Radio Site Management: Co-user Terms

27 November 2014



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CEOP2374

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DOCUMENT NUMBER: CEOP2374 - ISSUE 3

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1 INTRODUCTION

Essential Energy owns, establishes and operates a number of radio sites located across its network franchise area for the purposes of operating its voice and SCADA networks.

The conditions and criteria related to Essential Energy's acceptance of a co-user sharing a radio site are contained within these guidelines.

Essential Energy offers to share the use of those sites. Subject to satisfactory:

- Engineering
- Technical requirements
- Compliance with Work Health and Safety requirements and
- Operational evaluations and assessments by specialists, when required.

and,

- Provided there is spare capacity available, and
- that no interference is caused to Essential Energy's facilities.

Essential Energy will co-ordinate the formal processing of the submission with Essential Energy's, Information Services and Telecommunications Department, which will be responsible for the technical and operational assessment and subsequent acceptability of the proponents application.

Following the review and acceptance of an application, the site sharing arrangements will be formalised into a Standard Agreement between Essential Energy and the applicant.

Essential Energy fees and charges applicable for the co-use of its sites are based on the determination of the prospective applicant's status as either:

- a commercial or publicly funded operator (Category 1)
- or a community based not for profit operator (Category 2).

The specific site fees and charges are outlined in this document and may be revised periodically and without notice.

2 PURPOSE

The purpose of this guideline is to detail the minimum standards related to the installation and operation of equipment at Essential Energy's radio sites to ensure that uniform and acceptable installation practices and the fees and charges (as applicable) are maintained.

They are intended to guide co-users who are approved to install equipment at these sites and for Essential Energy's own personnel who may supervise the installation works to ensure compliance in accordance with industry standards, rules and regulations and Essential Energy's own specifications, policies and procedures.

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3 CONTACT DETAILS

All applications for site sharing should be addressed to:

Essential Energy
Radio Site Management
P.O. Box 5730
Port Macquarie NSW 2444

A copy of a standard Agreement is available by contacting Essential Energy's **Radio Site Management**, on **13 23 91**.

4 ASSESSMENT CRITERIA

The technical assessment criteria for any application shall include, but is not limited to:

- the type and size of the equipment
- impact on Essential Energy's potential for future growth at the site
- the prospective applicant at their expense will undertake a wind loading assessment by a certified engineer, prior to any approval:
 - calculated using their antennae
- and any future facilities required by Essential Energy at the site.

Note: The wind loading report should accompany the application.

- whether or not the equipment is to be installed
 - in a Essential Energy equipment hut
 - a separate stand alone building
 - or other co-sharing arrangements.
- Radio Site Management will advise the co-user of
 - the location of the mounting space on our support structure and buildings
 - the access and other conditions governing the use of that space in writing.
- the power consumption anticipated
 - primary and
 - standby, if applicable and the present site capacity available.
- the potential heat load of the proposed equipment (equipment hut).
- the co-users will guarantee that the proposed equipment will not present a hazard to:
 - Essential Energy's telecommunications personnel and others who may be required to work in the vicinity
 - Or cause interference with the operation of Essential Energy's and other site users equipment.

Note: Essential Energy reserves the right to disconnect any offending equipment.

- antenna size(s) and position(s)
- support structure wind loading and feeder cable requirements/own support structure with its position and design details
- details of any other relevant requirements for the site.

5 APPLICANTS RESPONSIBILITIES

The applicant is required to:

- PROVIDE information on the equipment
 - type
 - size
 - operating frequency
 - radiation levels or RF EME hazards
 - transmitter power
 - antenna type
 - power requirements
 - accommodation requirements
 - maintenance and site access requirements.
 - CONFORM to relevant
 - AS/NZS standards
 - State Service and Installation Rules and Regulations
 - Acts
 - all safety, environmental and/or technical constraints
 - and any obligations imposed by Essential Energy.
 - OBTAIN the necessary
 - licensing
 - approvals.

from the Australian Communications and Media Authority (ACMA), where applicable and any other relevant authority.
 - RESPONSIBLE for all costs associated with:
 - the provision or construction of any separate area or additional facility/utility required not currently provided at the site
 - UNDERTAKE a site or structural survey using a registered surveyor and/or engineer and prior to the approval of the construction of:
 - any building
 - tower
 - mast
 - or other structure.
- Note: Any survey report needs to accompany the application and all costs incurred are the responsibility of the applicant.**
- TAKE occupancy at the site subject to and limited by any:
 - Act
 - Agreement, or

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- Condition under which Essential Energy currently occupies the site or is otherwise bound to comply with.
- REMOVE their equipment
 - on or before the expiry date
 - or any earlier termination date of the Agreement
 - at their own expense or indemnify Essential Energy against any cost and restore the site to the condition found prior to installation.
- RESPONSIBLE for appropriate insurance cover as outlined in the formal Agreement
- OBSERVE and abide by the applicable
 - policies
 - procedures
 - guidelines as advised by Essential Energy, including the maintenance of fire protection.
- TAKE all necessary fire precautions as required by Essential Energy
- RESPONSIBLE for all costs
 - resulting from damage to the site or equipment hut that was found to be caused by the applicants occupancy of the site.
- ASSIST with keeping the site
 - Clean
 - Tidy
 - clear of rubbish, and
 - clear of redundant equipment at all times.

6 FACILITIES AVAILABLE

Certain facilities **maybe approved for use**, subject to availability and assessment. They include:

- ACCESS to space within the existing rack arrangements
- ACCESS to space within the equipment hut
- ACCESS to space on an existing bracket or headframe atop an antenna support structure (i.e. tower, mast or monopole)
- ACCESS to space within a Essential Energy compound for the erection of a separate equipment hut and/or antenna support structure
- USE of AC mains, battery, solar or wind power supplies at the site
- USE of water, toilets or other site specific sanitary facilities where available.

7 HEALTH, SAFETY AND ENVIRONMENT**1.1 Control of premises for WH&S purposes**

When the Licensee, or other person on behalf of or at the request of the Licensee, is accessing, entering or upon the Site for any reason, then the Licensee acknowledges and agrees:

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- (a) The Licensee is in control of the Site and is responsible for ensuring the Site is safe and without risks to the health of any person;
- (b) The Licensor does not control the Site, within the meaning of section 10 of the *Occupational Health and Safety Act, 2000* or any other similar law;
- (c) The Licensor does not provide any supervision of the activities of any person or other party using the Site and, in particular, it does not exercise any control over the Licensee or how it goes about its business on the Site;
- (d) The Licensor does not provide any assurance or warranty that the tower is safe or suitable for use; and
- (e) The licensee must undertake their own risk assessment of:
 - The condition of the Site and any structure on it, for example, any hut or tower, and
 - Whether the Site can be safely accessed or be used for any purpose.

1.2 Identification of WH&S issues

If the Licensee identifies any issue regarding the condition or safety of the Site or any structure on the Site, including the tower or access to the tower, then they must report that matter immediately to the Licensor. If reported otherwise than in writing, then the Licensee must provide written confirmation of the report as soon as practicable afterwards.

Under the Agreement, the co-user agrees that when using a site and its facilities they will comply with all relevant:

- Acts, rules and regulations
- policies and procedures
- all reasonable directions relating to Work Health and Safety and

The co-user will ensure its employees, contractors and agents

- are approved for access to the radio site and its antennae support structures
- possess the appropriate training, qualifications, experience and insurances necessary to ensure:
 - their physical safety
 - the physical safety of others at the site
 - the protection of the site from damage.

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8 EQUIPMENT INSTALLATION

8.1 Method

The method adopted for the equipment installation will generally be undertaken in accordance with the technical specifications as outlined in clause 18 – Communications Installation Standard or at the discretion of Essential Energy and may be dependent upon the following:

- **UNDERTAKEN** by the co-user
 - subject to written approval from Essential Energy
 - performed under direct supervision of Essential Energy's telecommunications personnel.
- **COMPLETION** of a safety and risk assessment prior to climbing any Essential Energy support structures
 - to ascertain the suitability and the structural stability of the infrastructure
 - undertaken in accordance with Essential Energy Policies & Procedures.
- **ACCEPTANCE** of all risk by the co-user and agreement to indemnify Essential Energy against claims arising out of co-user activities can be undertaken by Essential Energy's telecommunications personnel on behalf of the co-user subject to their availability
- **REVIEW** of the extent and complexity of the equipment proposed for installation
- **CIRCUMSTANCES** under which the equipment proposed for installation determines that special treatment or a higher level of security measures to be implemented.

8.2 Approval Conditions

8.2.1 Batteries

Standby batteries are to be installed in the designated "battery room" within equipment huts wherever such areas are provided.

Where batteries that are required to be installed outside of a designated "battery room" will have the areas allocated and approved in writing by Essential Energy prior to their installation by the co-user.

Only maintenance free "sealed" type batteries are to be installed in the radio equipment room or outside of designated "battery rooms" and must not impede any passageways within the equipment hut.

Where present, wet cell batteries are to be removed or replaced with sealed type batteries.

8.2.2 Earthing and Lightning Protection

All equipment such as;

- radio frequency
- mains power
- and communications feeder cables entering the equipment hut.

Shall be protected from lightning and shall be installed in accordance with:

- Essential Energy's Earthing and Lightning Protection Manual, and
- Lightning Protection Standards AS/NZS 1768: 2007.

Unless approved by the Radio Site Management, there shall only be a single point earth (SPE) and all equipment racks, cable trays and antennae support structures shall be earthed and electrically connected to the single point earth connection bar.

8.2.3 Cabling

The use of Essential Energy's

- cable trays
- cable ladders
- and other cable support systems.

shall be approved by Radio Site Management.

All cabling shall be installed in accordance with relevant Australian standards.

Note: Cabling and associated equipment shall not obstruct or restrict access to Essential Energy's or other co-users cables or equipment.

9 INSTALLATION CHARGES

Where Essential Energy is requested to undertake the installation of the co-users equipment, all costs incurred shall be borne by the co-user and will be charged at current Essential Energy rates.

When supervision only is required, the costs incurred for this service maybe varied if the timing can be coordinated to coincide with Essential Energy's regular maintenance visits to the site or where the telecommunications personnel are normally on the site.

10 APPLICATION ASSESSMENT FEE

A once off assessment fee will be applicable for every application submitted to cover costs incurred by the Radio Site Management.

This once off fee is payable prior to Essential Energy commencing any works associated with the assessment of the application.

Note: this assessment fee is not refundable should the application be unsuccessful.

Refer to Table 2.0 – Co-user Fees and Charges Schedule

11 APPLICATION ADMINISTRATION FEE

A once off application administration fee is required following the successful assessment of an application.

The administration fee covers the:

- legal costs
- disbursements, including stamp duty and other such costs incurred in relation to the establishment of the formal agreement.

Note: this assessment fee is not refundable should the application be unsuccessful.

Refer to Table 2.0 – Co-user Fees and Charges Schedule

12 ANNUAL FEES AND CHARGES

12.1 Categories

Separate fees and charges will be levied for the following categories of site co-users:

Category 1 refers to commercial and publicly funded entities, that may include;

- Broadcasters
- Business and commercial undertakings
- Federal, State and Local Government organisations and enterprises
- Police, ambulance, fire and publicly funded emergency services.

Category 2 refers to community funded, non-profit organisations that may include:

- radio clubs under the auspices of the Wireless Institute of Australia.

12.2 Fees and Charges

Details of the current fees and charges are outlined in Table 2.0 – Co-user Fees and Charges Schedule.

The fees and charges have been calculated in accordance with the following criteria:

12.2.1 Site Access Fee

Is payable on an annual basis for occupancy and access rights to Essential Energy's radio site.

This fee is derived from the total number of operating licenses on the site, and is formulated using the following categories:

- Type 1 – up to 10 operating licenses on the site
- Type 2 – > 10 operating licenses on the site
- Type 3 – > 20 operating licenses on the site.

The fee covers Essential Energy's ownership costs, road access and upgrades, site security and infrastructure maintenance (excluding any maintenance in relation to the applicant's equipment).

12.2.2 Equipment Space Fee

This fee will be charged for each item of equipment proposed for installation, where that equipment will require space allocation on either, an antenna support structure or within an equipment hut and on a site owned by Essential Energy.

From the schedule, the typical equipment space fees are formulated by the selection of the relevant Category 1 or 2, then:

- selecting each equipment type and its applicable base rate (A), then
- selecting the typical equipment space rate (B), then
- multiply rates (A) and (B) to determine the total fee (C) applicable for the item of equipment proposed for installation.

12.2.3 Miscellaneous Equipment Space Fee

Negotiated separately from the published schedule of fees and charges between Essential Energy and the co-user for:

- any miscellaneous item of equipment providing a discrete function
- large and high heat load equipment installed in Essential Energy owned equipment huts or buildings.

12.2.4 Equipment Maintenance Charges

Only applied in those instances where Essential Energy is engaged to carry out maintenance on behalf of a co-user.

Essential Energy and the co-user will reach prior agreement as to the extent and frequency of maintenance to be undertaken at each facility and on an annual basis.

The co-user will be invoiced for the maintenance costs after the service has been provided.

12.2.5 Power Consumption Charges

Up to 1000 kWh per annum will not be charged.

Power charges for equipment estimated to consume power beyond 1000 kWh per annum are subject to

- negotiation
- may require installation of a separately metered supply.

When required the applicant is responsible for all costs involved with the establishment of a separately metered connection and it will be undertaken in accordance with Essential Energy's Pricing Schedule, AS/NZS3000: 2007 Wiring Rules and the relevant State Service and Installation Rules.

Where emergency power supply is required an additional fixed charge will be applied.

12.2.6 Variation to Charges

The co-user fees and charges may be amended from time to time by Essential Energy and without notice.

In the event of any inconsistency or conflict between the rates as published in the Radio Site Co-user Fees and Charges Schedule and the Agreement, the rates as contained within the formal Agreement with the co-user, will take precedence until the expiry of those terms, when the rates can be reviewed.

Essential Energy may also give favourable consideration to waive part or all the site costs associated with the approval of a formal Agreement between Essential Energy and the co-user.

13 SITE ACCESS CONDITIONS

13.1 Security

Essential Energy will provide a site specific proprietary locking security system and no additional locks or padlocks shall be placed into a chain link, onto a security gate, fence or equipment hut door without the written permission of Essential Energy.

Access keys will only be issued to the co-user, subject to:

- the Radio Site Management standard form is duly signed by the co-user or authorised delegate and acknowledging the conditions related to the provision of an access key
- that Radio Site Management reserves the right to confirm current key security arrangements at any time with a co-user
- the co-user observes all security procedures of Essential Energy, in force at the time of the Agreement or any other procedure that may be implemented
- Radio Site Management will notify co-users of any security procedure change, in writing
- Replacement of lost or damaged keys will only be issued subject to approval by the Radio Site Management.

Refer to Section 3 – Contact Details

13.2 Typical Entry and Access Arrangements

Generally, all unauthorised person(s) requiring entry into Essential Energy's radio site or access to its antenna support structures shall be accompanied and will require supervision.

Those unauthorised persons shall apply to the Radio Site Management, providing the specified advance notification and make the necessary arrangements with Radio Site Management for all planned visits to any of Essential Energy's radio sites.

A Essential Energy employee or its authorised assign shall induct those unauthorised person(s) to the site in accordance with Essential Energy's policies and procedures.

Under no circumstances will unaccompanied or unsupervised access to Essential Energy's antenna support structures such as towers, masts or monopoles be permitted to unauthorised persons.

Licensed co-users are permitted to enter the site and they too shall provide prior notification to Radio Site Management, as per the terms and conditions of the Agreement.

Refer to Section 3 – Contact Details

All unauthorised persons and co-users shall provide to Radio Site Management the minimum particulars as follows:

- the planned date of entry
- the planned time of entry
- the name(s) of all persons entering the site
- the purpose of the visit to the site.

All site visits should be recorded in the site register maintained for the particular site and where they are available.

13.3 Unaccompanied Access

13.3.1 Compound and/or Equipment Hut

Unaccompanied entry or unsupervised access by co-users to their own equipment located inside a compound and/or equipment located at Essential Energy's radio sites is permitted under the following circumstances:

- where the co-user holds a licensed agreement with Essential Energy and has been issued a site specific proprietary key
- where no climbing of antenna support structures is intended
- when a separately accessible, isolated and secured area of the lease, compound or equipment hut has been allocated to the co-users at the site
- by written approval from Essential Energy
- under exceptional or emergency situations, the co-user shall contact the local telecommunications field operations personnel or the Radio Site Management during business hours, providing a minimum of one (1) hour notice prior to the visit or upon arrival to the site if practicable.

13.3.2 Antenna Support Structures

Unaccompanied entry or unsupervised access by co-users to their own equipment attached to Essential Energy's antenna support structures (i.e. tower, guyed masts, monopoles etc.) is permitted under the following circumstances:

- the co-user shall provide a minimum of five (5) days written notice to Radio Site Management prior to the planned climbing date at the site
- the climbing can the only proceed subject to prior written approval being issued by Essential Energy
- climbing shall only be undertaken by suitably qualified persons and in accordance with Essential Energy's policies and procedures and WorkCover rules and regulations.

13.4 Accompanied Access

13.4.1 Compound, Equipment Hut

Accompanied entry by unauthorised person(s) into Essential Energy's radio sites can be arranged with the Radio Site Management under the following circumstances:

- when the applicant provides a minimum of ten (10) working days written notice prior to the planned visit to the site
- where a separately accessible, isolated or secured area of the compound or equipment hut is not available at the site
- where the person(s) do not hold a licensed Agreement with Essential Energy and has not been issued a site specific proprietary key
- where a prospective co-user or tenant, contractor, sub-contractor, agent or service provider is required to undertake investigations, assessments or works at the site
- where the unauthorised person(s) is required to be inducted to the site in accordance with Essential Energy's induction policy and procedures

- upon presentation of the Certificates of Currency and any relevant insurances necessary and prior to the commencement of any works at the site and on the antenna support structure.

13.4.2 Antenna Support Structures

Supervised access by unauthorised person(s) to Essential Energy's antenna support structures (i.e. tower, guyed masts, monopoles etc.) is permitted subject to the following:

- when the applicant provides a minimum of ten (10) working days written notice prior to the planned climbing date at the site
- the climbing can only proceed subject to prior written approval being issued by Essential Energy
- the climbing shall only be undertaken by suitably qualified persons and in accordance with Essential Energy's policies and procedures and WorkCover rules and regulations
- all other relevant instructions as outlined in clause 13.4.1 above

14 TERM OF AGREEMENT

Essential Energy will enter into a formal Agreement under the following circumstances:

- where Essential Energy owns the site, and
- where the site is leased by Essential Energy

When Essential Energy owns the site, an Agreement generally not exceeding five (5) years may be offered to the prospective co-user and any extension of the occupancy will be subject to negotiated terms incorporated into the Agreement.

When Essential Energy leases the site, the term of the Agreement will also depend on the term of that lease and occupancy may be subject to the permission of the lessor.

In some cases the lessor may require a separate rental charge from the licensee and this will be in addition to the site access fee charged by Essential Energy.

Where Essential Energy's radio site requires access by traversing across adjoining property(s) (i.e. between the public road and the radio site), it is the applicants responsibility to obtain written consent from the affected landowner(s) approving their right of access across the property(s).

The applicant is responsible for any additional costs incurred with obtaining written consent. A copy of the consent must be forwarded to the Radio Site Management prior to them granting the co-user site access.

15 ESSENTIAL ENERGY LAND USE AGREEMENT

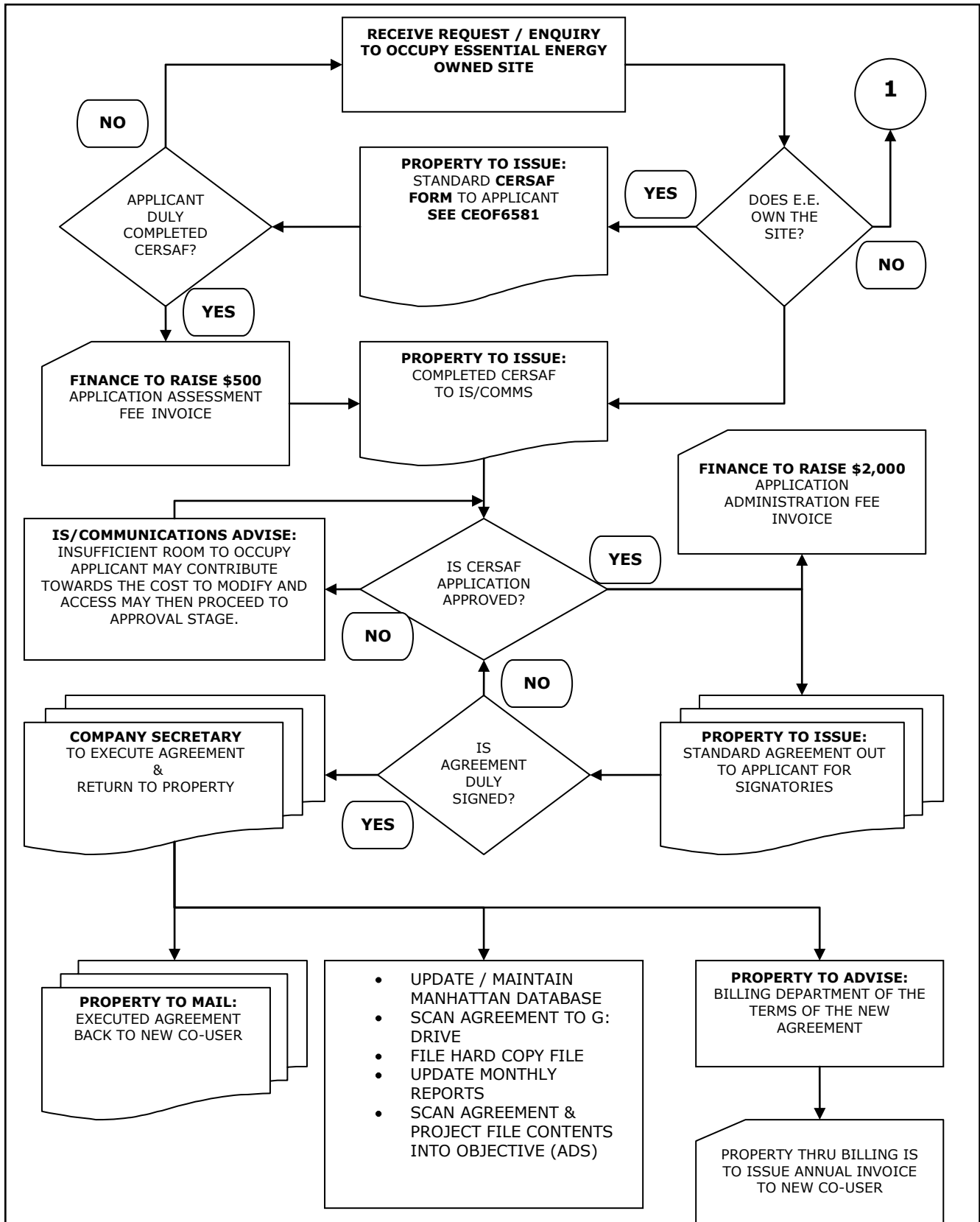
When other persons or entities request to use, occupy or excise (but not to subdivide) a portion of land owned by Essential Energy (i.e. zone substations or field service centres) for the purpose of establishing a stand alone telecommunications facility, and one that is not related to or will be utilised for the operations or support of any part of Essential Energy's telecommunications networks, the applicable fees will be calculated in accordance with the current Fees Schedule and Site Density classifications as determined by the Independent Pricing and Regulatory Tribunal (IPART).

Essential Energy reserves the right to negotiate with the proponent on a site by site basis using commercial principles and the terms of any agreement will be in accordance with the requirements specified in clause 14 above.

Refer to current issue of Independent Pricing and Regulatory Tribunal (IPART): Review of Rental Arrangements for Crown Lands Communications Tower Sites.

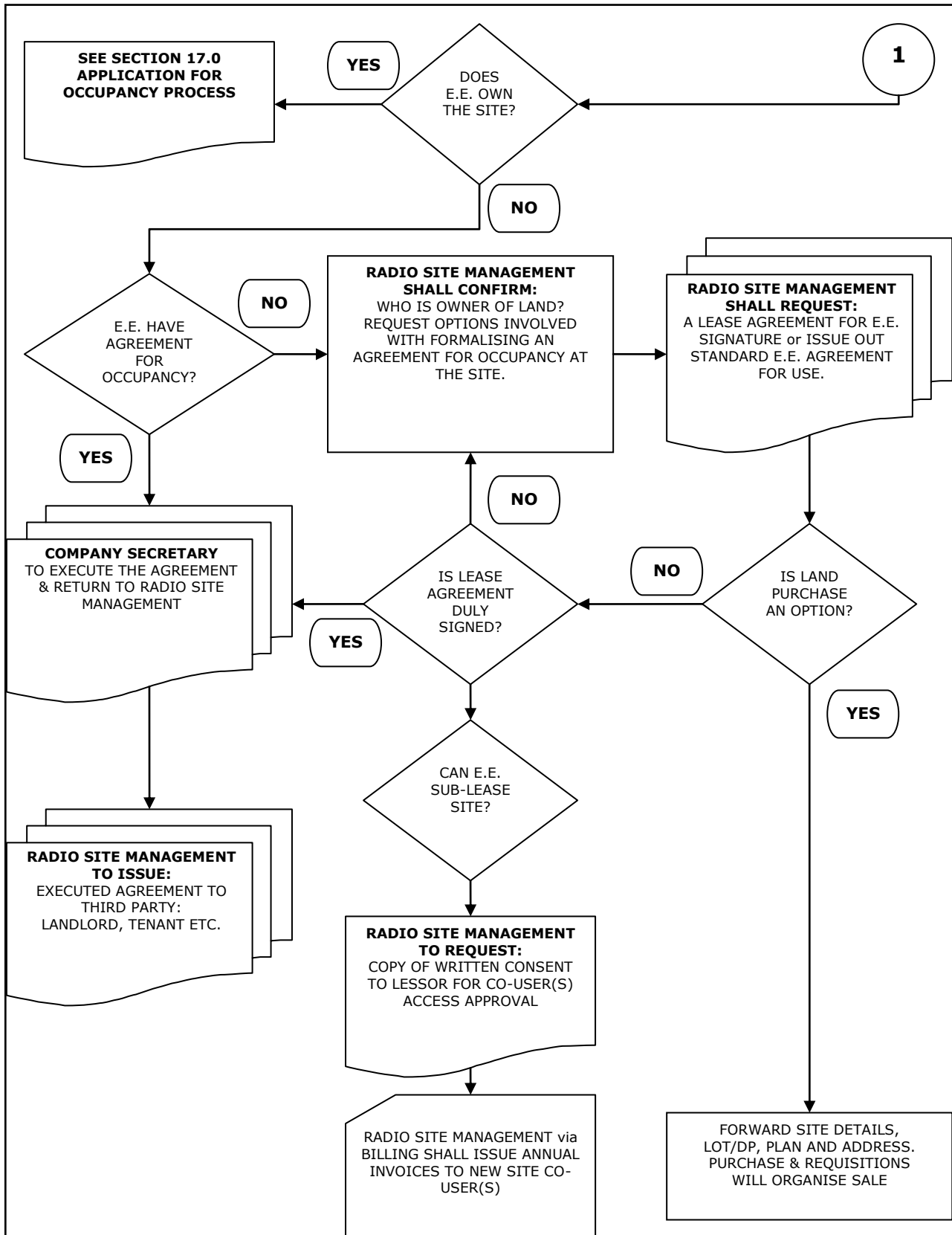
16 APPLICATION FOR OCCUPANCY

Outlines the process involved for a request by others to occupy an **Essential Energy owned radio site**.



17 AGREEMENT OCCUPANCY

Outlines the process involved with the formalisation of an Agreement for Occupancy



18 COMMUNICATIONS INSTALLATION STANDARD

18.1 Coaxial Cable

1 Selection

- External - All external coaxial cables are to be Andrews Heliax or equivalent
- Internal - All external coaxial cables are to be RG214/U or equivalent.

2 Attachment and Support

- Coaxial cables will be affixed to structures using Andrew SnapStak Hangers, in the appropriate size and spaced approximately one (1) metre apart.

Note: Consideration may be given for the use of Snap-In Hangers or Click-On Hangers or equivalent.

3 Earthing

Coaxial cables are to be grounded (earthed) by use of Andrews grounding kits and installed in accordance with the Andrew installation instructions.

4 Entry into Equipment Huts

- Coaxial cables are to enter equipment huts via a Bulkhead/Cable Entry Plate
- installed in such a way that they run slightly “uphill” for a short distance before the entry point to minimise the ingress of moisture.

5 Surge Arrestors

Will be installed for all coaxial feeders at the bulkhead or designated cable entry plate.

18.2 Antenna Mounting

1 Reserved Mounting Areas

- The **top 5.0 metres** of the free standing lattice tower or guyed butt section mast will be reserved for the mounting of Essential Energy antennas or shared base station antennas unless otherwise directed by Essential Energy
- All antennas are to be mounted as directed by the Essential Energy representative.

2 Mounting Hardware

Comprising but not limited to antenna mounting clamps, brackets and associated hardware will be **hot dipped galvanised or stainless steel products only**.

18.3 Equipment Installation Inside Hut

1 Rack Mounting

- All radio equipment, including power supplies and filters/diplexers are to be mounted in 19” racks in locations as directed by the Essential Energy representative.

Note: Consideration may be given to mounting VHF diplexers (due to their size) on the rear wall of the hut.

2 Batteries

- installed in the battery room
- are to be the sealed type
- installed in approved racks

- all cables must be fixed to cable trays with additional trays installed for support as required.

18.4 Rubbish Removal

All waste materials and rubbish are to be removed from the site, at the completion of any works. The equipment hut and battery room are to be swept and the facility left in a neat and tidy state.

19 TABLE 1.0 – ESSENTIAL ENERGY POLICIES & PROCEDURES

Environment Issues	Documentation	Controls to be implemented
Environmental Impact Assessment	CECM1000.70 - SSHE Manual: Environmental Impact Assessment NSW	Ensure that an environmental assessment has been carried out for all projects

Safety Issues	Documentation Reference	Controls Required
Work Health and Safety	Work Health and Safety Regulation 2011	A copy of the WH&S Regulation 2011 shall be available for easy reference on safety issues.
Hazard Identification	CECM1000 sections & CEOF1002 sections	HIRAC book available on site and completed daily before work commences. Completed forms should be filed for the duration of the project for audit purposes.
First Aid	Work Health and Safety Regulation 2011 CECM1000.05 - SSHE Manual: Emergency Preparedness	First Aid Kit in place to comply with WH&S Reg 2011 and CECM1000.05
Signage		Ensure all signage is clearly displayed e.g. PPE required, Evacuation point, Visitors, Office, restricted areas, live apparatus, parking etc.
Electrical Hazards	CEOP8030 – Electrical Safety Rules WorkCover – Code of Practice Electrical Practices for Construction Sites	Ensure Essential Energy Electrical Safety Rules are adhered to Ensure work is performed outside minimum clearances areas at all times All electrical tools and equipment shall be tested and tagged as per WorkCover Authority Code of Practice - Electrical Practices for Construction Sites

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Safety Issues	Documentation Reference	Controls Required
Working at Heights	CEOP2069 – Pole Assessment For Working Near or Aloft CECM1000.23 - SSHE Manual: Attached climbing & working at Heights	Ensure all structures are assessed before climbing When working above 2 metres all employees shall be attached or fit guard rails around the perimeter of the work location to prevent falling Applies to Essential Energy employees and contractors required to climb and work on poles, towers, communication and substation equipment and buildings
Health, Hygiene and Amenities	Work Health & Safety Regulation 2011	Ensure wash up facilities, a meal room and toilet facilities are provided on site where applicable
Confined Spaces	Work Health & Safety Regulation 2011	Identify possible confined spaces and apply appropriate signage Only authorised employees to enter confined spaces
Traffic and Pedestrian Management	RTA Traffic Control at Worksites	Identify and document traffic and pedestrian control plans as necessary to control vehicle and human traffic within the site
Incident Response and Emergency Management	E.E. Staff are to adhere to CECM1000.03 - SSHE Manual: Incident Management Refer to Contractor's Safety Policy or Safety Management Plan	Ensure all Contractors and E.E. staff are aware of incident response and emergency management procedures Incidents and near misses must be immediately reported to E.E. Site Supervisor or Project Manager.

Important:

All relevant policy and procedures are applicable to and available for the use of Essential Energy personnel.

All accredited service providers, contractors and sub-contractors are to develop, implement and comply with their own policy, procedures and legislative requirements contained within their own Safety and Environmental Management Plans.

20 TABLE 2.0 – CO-USER FEES AND CHARGES SCHEDULE

Equipment Space Fee	Category 1 (A)	Category 2 (A)
Installation up to 19 metres	Base Rate plus 0%	Base Rate plus 0%
20 metres up to 29 metres	Base rate plus 25%	Base rate plus 10%
30 metres up to 39 metres	Base rate plus 50%	Base rate plus 20%
40 metres up to 49 metres	Base rate plus 75%	Base rate plus 30%
50 metres up to 59 metres	Base rate plus 100%	Base rate plus 40%
60 metres up to 69 metres	Base rate plus 125%	Base rate plus 50%
70 metres up to 79 metres	Base rate plus 150%	Base rate plus 60%
80 metres and over	Base rate plus 200%	Base rate plus 70%
Site Access Fee (per annum)		
Site Type 1	\$1,000.00	
Site Type 2	\$1,500.00	
Site Type 3	\$2,000.00	
Application Assessment Fee - (Once off charge)	\$500.00	
Application Administration Fee - (Once off charge)	\$2,000.00	
Equipment Maintenance Charge	To be Negotiated.	
Miscellaneous Equipment Space Fee	To be Negotiated.	
Power Consumption Charges (>1000kWh per annum)	See Pricing Schedule	
Definitions		
Tenant Category 1	Commercial and Publicly funded users	
Tenant Category 2	Community funded non-profit organisations	
Site Type 1	up to 10 operating licences on site	
Site Type2	> 10 operating licences on site	
Site Type 3	> 20 operating licences on site	
Equipment Type	Base Rate (B)	
Folded Dipole - Standard Base Station	\$500.00	
Dipole Array 3dB gain	\$750.00	
Dipole Array 6dB gain	\$750.00	
Colinear	\$1,250.00	
Yagi	\$500.00	
Gridpack 1800mm	\$1,000.00	
Gridpack 2400mm	\$1,500.00	
Microwave Antenna up to 600mm	\$500.00	
Microwave Antenna over 600mm to 1800mm	\$1,000.00	
Microwave Antenna over 1800mm to 2400mm	\$2,000.00	
Microwave Antenna over 2400mm	To be Negotiated	
Rack Space charge per unit occupied	\$50.00	
Battery charge per amp hour	\$1.00	
Microwave 10 Channel Network (Applicable in Far Western Region ONLY)	\$1,000.00 (per Microwave Link)	

21 TABLE 3.0 – CO-USER FEE SCHEDULE (EXAMPLE)

SECTION 1			
SITE DETAILS			
Land Owner:	Mr & Mrs Example	Site Project Number:	P0000exp
Site Owner:	Essential Energy Ex	Manhattan Reference:	EXP254
Objective File:	BAexpl8256	ACMA Site ID:	Exp125
Lease:	Yes	Licence:	No
Site Name:	Example Site	Occupations Permit:	No
Site Type:	2		
SECTION 2			
TENANCY DETAILS			
Essential Energy's Tenants		Equipment Type	Rates as Per Schedule
1	STATE WATER		
Tenant Category:	1	Yagi @ 10m	\$ 500.00
		Microwave 800mm @15m	\$1,000.00
		Dipole Array 3dB gain @ 10m	\$ 750.00
		8 units of rack space	\$ 400.00
		Battery 100amp hours	\$ 100.00
		Site Access Fee	\$1500.00
		Total Rental:	\$4,250.00
2	JACKO'S COMMUNICATIONS		
Tenant Category:	1	Yagi @ 21m	\$ 625.00
		Yagi @ 80m	\$1,500.00
		Dipole Array 6db @ 15m	\$1,125.00
		Site Access fee	\$1,500.00
		Total Rental:	\$4,750.00
SECTION 3			
COMMENTS AND SPECIAL CONDITIONS			
<p>Mr Example has mentioned he may be going to increase the charge per new tenant to \$2,000.00 each new tenant if this is the case the access fee will need to be negotiated with tenants.</p>			

22 KEY TERMS AND DEFINITIONS

Agreement: a formal agreement or instrument established between Essential Energy and the approved co-user that permits the right of occupancy at a radio site.

Agreement term: is the period of time that the approved co-user is permitted to occupy a radio site, as specified in the terms of the agreement.

Antenna support structure: is infrastructure which provides for the attachment of the communications equipment such as antenna hardware and feeder cables systems and can be either steel, concrete or timber monopole, free standing steel lattice tower or guyed butt section mast.

Applicant: a person or organisation who applies to Essential Energy for permission to share a Essential Energy radio site.

Co-user: a person or organisation who has an agreement with Essential Energy to situate communications facilities at a Essential Energy radio site.

Equipment: means any equipment owned or used by the co-user installed or to be installed on the Radio Site including but not confined to any antennae, poles, receivers, radios, transmitters and ancillary equipment to transmit or receive radio or other electronic signals.

Equipment hut: is the physical accommodation provided to securely house the communications equipment and other ancillary equipment.

Land management agency: includes the NSW Trade & Investment Crown lands, the Forestry Corporation of NSW or the NSW Department of Premier and Cabinet (Office of Environment and Heritage or other relevant Department from time to time where they administer radio sites located in their jurisdiction.

Radio site: means an area which contains any of a number of installations and generally includes the support structure(s), equipment hut, electricity supply (mains, battery, solar or wind), internal access roads and possibly a generator and usually enclosed within a secure fenced compound.

Radio site management: is the department within Essential Energy responsible for the overall administration of agreements, maintenance and construction of the non-communications infrastructure located at the radio site.

23 REFERENCES

CECM1000 sections

CECM1000.03 - SSHE Manual: Incident Management

CECM1000.05 - SSHE Manual: Emergency Preparedness

CECM1000.23 - SSHE Manual: Attached climbing & working at Heights

CECM1000.70 - SSHE Manual: Environmental Impact Assessment NSW

CEOF6581 - Essential Energy Radio Site Access Form (CERSAF)

CEOF1002 SWMS/Hirac sections

CEOP8030 – Electrical Safety Rules

CEOP2069 – Pole Assessment For Working Near or Aloft

AS/NZS 1768: 2007 Lightning Protection Standards

AS/NZS3000: 2007 Wiring Rules

Work Health and Safety Act, 2011

24 REVISIONS

Issue Number	Section	Details of Changes in this Revision
2	7	Wording change requested is a culmination of information gained through consultation with DOH and NSW Public Works.
	All	Updated to new template in line with Essential Energy branding.
3	All	Annual review and update.