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| Division  Telstra Operations | Business unit  Network Facilities Planning  BU General Manager  Jim Saribalas | Sub-business unit  Facilities Access  SU Manager  Brian Kilbridge  Author’s name  Suzanne Abadam |

# Summary

A telecommunications site is a physical address defining the geographic location of one or more pieces of Radio Frequency (RF) Transmitting Infrastructure, and includes all elements contained therein.

A Telstra site is any site where Telstra owns or has control over access into that site, including access to the site by other parties, by virtue of being the land owner, or the lessee.

An [**Access Seeker**](#_Definitions) requiring entry into a Telstra site in order to ‘collocate’; that is to ...

* mount antennae etc. onto a [**Telstra structure**](#_Glossary), and / or
* situate radio transmission equipment either inside a [**Telstra building**](#_Definitions), or within their own on-site shelter

is required to lodge specific documentation and certification to [**Telstra Front Of House (FOH)**](#_Definitions) for review as part of Telstra’s established site sharing protocols.

Telstra’s preferences (in order) for the housing of equipment associated with a colocation follows ...

| 1. **Where a permanent Telstra building exists** | | 1. **If no permanent Telstra building is available** |
| --- | --- | --- |
| 1. **Where ‘Radcom’ floorspace is available** | 1. **Where no ‘Radcom floorspace is available** |  |
| 1. The Access Seeker shall situate the equipment to be collocated within the ‘Radcom’ floorspace | 1. The Access Seeker shall situate a shelter / hut on adjacent land (where reasonably available) | 1. The Access Seeker shall situate a shelter / hut on adjacent land (where reasonably available) |
| 1. On the Telstra site (if suitable space is available) | 1. The Access Seeker shall situate a shelter / hut within the Telstra site (if suitable space is available) | 1. The Access Seeker shall situate a shelter / hut within the Telstra site (if available) |
| 1. The Access Seeker shall situate a shelter / hut on the roof of the permanent building, if practicable | 1. With Telstra’s approval, the Access Seeker shall establish new / additional ‘Radcom’ floorspace within the permanent building, if practicable | ***NOTE:***  *All the options listed (left and above) apply only to Telstra Network Buildings (i.e. Exchanges)*  *Telstra Radio Network Engineering (RNE) does not present space within their shelters for colocation.* |
|  | 1. The Access Seeker shall situate a shelter / hut on the roof of the permanent building, if practicable |

The Telstra [**Site Share Co-ordinator (SSC)**](#_Definitions) is tasked with inspecting the documents provided, with due diligence. Once satisfied that the Access Seeker has complied with Telstra’s prescribed requirements, the SSC then acts to grant the requested access to the Access Seeker.

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# Purpose

This document provides assistance with the preparation of Telstra’s prescribed requirements, for Access Seekers requesting to enter Telstra sites in order to install radiocommunications facilities under Carrier agreements, for example ‘CRA31 Facilities Access to Antenna Support Structures and/or Radiocommunications Sites’, or ‘CRA35 Facilities Access to PMTS Facilities’ or equivalent contractual arrangements.

This document provides general guidance only. This document is not a contractual document which affects either party’s legal rights and obligations, and should not be used as a substitute for an Access Seeker’s or Customer’s contract with Telstra. Access Seekers should refer to their contract with Telstra to identify their specific requirements for colocation and any applicable legislative rights and obligations.

# Scope

The Telstra site sharing process consists of a sequence of levels ( or checkpoints ), each with specific requirements. In order to gain access to the Telstra site, the Access Seeker must satisfy the requirements for each level (unless these requirements are waived by Telstra, or as otherwise set out in the Access Seeker’s contract with Telstra).

# What is colocation?

Under the Telecommunications Act 1997, carriers are encouraged to share sites by collocating new mobile phone facilities within established sites, so as to minimise the proliferation of sites in any given area. The Code of Practice requires a carrier to take all reasonable steps to utilise existing facilities when installing a low-impact facility.

# What is Telstra site sharing?

As coordinated by the SSC, Telstra site sharing is an end-to-end process established to ensure that any works proposed at a Telstra controlled site comply with Telstra’s requirements in relation to design, certification, construction, occupational health and safety, electromagnetic energy and record keeping. Conceptually, the Telstra site sharing lifecycle spans predefined checkpoints (termed Levels), each representing a logical milestone from inception through to final commissioning. At each Level, Telstra requires that specific documentation be duly prepared, signed-off and submitted by the Access Seeker or an appointed agent.

Typically, the Access Seeker can initiate the process by lodging a formal e-mail request for colocation with Telstra Wholesale at ‘[TWSiteShare@telstrawholesale.com](mailto:TWSiteShare@telstrawholesale.com)’.

Related documentation, in the form of Technical Resources, Order Forms and Technical Documents, is available online at ‘[https://www.telstrawholesale.com.au/facilities/tower-site-sharing.html#2](https://www.telstrawholesale.com.au/facilities/tower-site-sharing.html)’.

# The Telstra site sharing levels

Telstra expects the Access Seeker to submit proposals for colocation (also called ‘orders’) in the following sequence. Deviations from the below schedule will only be considered subject to consultation with [**FOH**](#_Definitions).

| **Level** | **Title** | **Code** | **Remarks** |
| --- | --- | --- | --- |
| **1** | **P**reliminary **I**nformation **R**equest | **PIR** | Telstra provides basic information about a nominated Telstra site. |
| **2** | **A**pproval **I**n **P**rinciple | **AIP** | The Access Seeker outlines in general terms, all works proposed to be undertaken at a nominated Telstra site. |
| **3** | **D**esign and **C**onstruct **P**roposal | **DCP** | The Access Seeker confirms in specific terms all the works to be undertaken at a nominated Telstra site, providing final detail, structural and [EME](#_Glossary) certification, and consultation as required. |
| **4** | **O**rder for **F**acilities **A**ccess🏱 | **OFA** | The Access Seeker makes formal application for a licence to access the nominated Telstra site. |
| **5** | **C**onstruction **A**ctivity **R**equest | **CAR** | The Access Seeker makes formal application to gain access to the nominated site. |
| **6** | **C**onstruction **A**ctivity **C**ompletion🛠  **S**ite **I**nspection🔍  **A**s **B**uilt🛠 | **CAC**  **PSI**  **ASB** | The Access Seeker advises Telstra that the proposed works have been completed.  Telstra carries out a review of the completed works.  The Access Seeker provides final ‘As Built’ drawings, as well as photographs confirming the finished works. |
| * *No longer in operational use, but may remain contractually; principal elements have been incorporated into Level 3 for operational purposes.* * *Site Inspection (PSI) is currently not being performed by Telstra.* * *Construction Activity Completion (CAC) is currently incorporated with As Built (ASB)* | | | |

For each separate level the SSC reviews and evaluates the submitted material(s) against the contractual requirements. Where the SSC detects a significant departure from said requirements the order may be declined, and request correction, and resubmission.

The SSC then presents the tabled documents to the responsible Telstra stakeholder(s) for their specialist appraisal. Subsequent to a specified lead time, instigated to afford the Telstra stakeholders time to analyse the tendered material(s) and respond, the SSC then compiles the stakeholder responses into an assessment document, which itemises key details of the proposal. The SSC then finalises and issues the assessment document, which contains a recommendation for [**APPROVAL**](#_Definitions), [**CONDITIONAL APPROVAL**](#_Definitions) or [**REJECTION**](#_Definitions). A predefined turn-around timeframe applies to each level.

A recommendation for APPROVAL can be issued only when the SSC and the responsible Telstra stakeholder(s) are satisfied that the Access Seeker has met all the documentary requirements for a particular level.

Typically an order progresses to the next level by attaining an APPROVAL.

Alternatively the SSC may deem that detected deviations from the requirements are minor, and could potentially be rectified ‘in transit’. As well the SSC, in consultation with the responsible Telstra stakeholder, may conclude that an imposed objection can likewise be addressed ‘in transit’. In such cases the SSC has licence to issue a CONDITIONAL APPROVAL. It is then incumbent upon the Access Seeker to address the reported irregularities within the framework of their subsequent request or order for the next level.

However, in cases where the SSC detects a significant departure from the requirements for an order, or where a Telstra stakeholder objects to the proposed works, then a REJECTION will result. In such cases the Access Seeker is required to address the reported issue(s), and re-submit that failed level.

The Access Seeker must proceed to the next level within the specified [**validity period**](#_Definitions). Subsequent to a recommendation for APPROVAL or CONDITIONAL APPROVAL, except for in response to providing Preliminary Information under Level 1, the Access Seeker acts to reserve on behalf of the Access Seeker, the proposed location(s) of antennae and equipment for the applicable validity period. The interlude is intended to allow sufficient time for the Access Seeker to compile and submit the material for the next level. Please check your contract with Telstra to determine the circumstances in which Telstra will grant a reasonable extension to the validity period.

In cases where the Access Seeker wishes to change / replace existing equipment which is malfunctioning or has become defective, it may not be necessary to progress through each stage as set out above [( refer paragraph 8 “The replacement of malfunctioning, faulty or defective elements” )](#_The_replacement_of).

# Documentary requirements for Telstra site sharing levels

E-mail(s) should be directed to FOH (i.e. Telstra Wholesale ‘[TWSiteShare@telstrawholesale.com](mailto:TWSiteShare@telstrawholesale.com)’), with requisite documentation attached.

Telstra requests that the below format be applied to the e-mail ‘Subject:’ line ...

**L? SUBMISSION XXX999 ACCESS SEEKER @ TSite Sss RFNSA No. ??? (OTHER LABELS)**

|  |  |  |  |
| --- | --- | --- | --- |
| **LEGEND** | | | |
| **L? SUBMISSION** | *The relevant Level*  *eg. L1, L2, L3, L5, L6* | **@ TSite Sss** | *Telstra’s site name and State*  *eg. GULLIVER EXCHANGE QLD* |
| **XXX999** | *The Telstra order number, as allocated by FOH*  *(NOTE: omit for L1)* | **RFNSA No. ???** | *The Radio Frequency National Site Archive (NSA) site number* |
| **ACCESS SEEKER** | *The Access Seeker*  *eg. Optus, OJV, Vodafone, VHA, VJV, NBN, Broadcast Australia, WA Police etc* | **(OTHER LABELS)** | *Any other labels applicable* |

Standard templates and instructional articles are available online at ‘[https://www.telstrawholesale.com.au/facilities/tower-site-sharing.html#2](https://www.telstrawholesale.com.au/facilities/tower-site-sharing.html)’.

## Level 1 : Preliminary Information Request [PIR]

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| --- | --- |
| 1. ***To be submitted by the Access Seeker*** | A [**NCTF**](#_Definitions) order form with ‘Lvl 1 Prelim’ tab filled out  *(refer ’Order forms’ on the FOH website)* |
| 1. ***Size limit for each attachment*** | 0.5 Mb |
| 1. ***As issued by Telstra*** | * 1. A **Level 1 DETAIL** document containing ...      + Information specific to the site      + a list of the antennae loaded and reserved on the structure      + ancillary devices (eg. RRU’s) affixed to the structure      * 1. If specifically requested and subject to availability, Telstra proprietary drawings for the nominated site (i.e. site plan, elevation, building layout)   **IMPORTANT – PLEASE NOTE**  **During a structure’s life cycle, Telstra may embark on planned maintenance and/or structure refurbishments.**  **In some cases, this may require many of the elements deployed on the structure to be replaced, or refurbished ...**   * **during the refurbishment process, associated radio services may be disrupted,** * **prior to the works commencing Telstra will advise the timing and expected duration of service disruption,** * **Telstra will make every reasonable attempt to keep service disruptions to a minimum,** * **Telstra will not provide a temporary structure, nor relocate tenants’ antennae to another structure for the duration of the refurbishment process.** |
| 1. ***Telstra turn-around timeframe*** | Within **5 business days** from receipt of the L1 order |
| 1. ***Validity period*** | The validity period for this stage will expire as stipulated within the extant contract, after which resubmission is required  However, prior to expiration of the validity period, the Access Seeker may make application for an **Extension Of Time (EOT)** |

## Level 2 : Approval In Principle [AIP]

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 1. ***To be submitted by the Access Seeker*** | 1. A [**NCTF**](#_Definitions) order form with ‘Lvl 2’ tabs filled out *(refer ’Order forms’ on the FOH website)* 2. A concise ‘***scope of proposed works v? to be used with every Level 2 & 3 application.docx***’ proforma detailing all the works to be undertaken  * generic model description accepted (eg. a ‘1.2m SOLID PARABOLIC’ as opposed to an ‘ANDREW HP4-144’) * when proposing a mounting height for antenna(e) and / or ancillary equipment, kindly ...   + nominate the ‘centre line (C/L)’, or ‘base line (B/L)’ height of the item (as applicable), and   + maintain a minimum separation of 0.5m from items above and below, whether existing or proposed      1. **For Construction (FC)** drawings, including a description with specific diagram(s) of any associated structural upgrade(s); as well as proposed antenna mounting arrangement(s), equipment shelter/ hut/ cabinet location etc 2. Where it is proposed to situate equipment within a Telstra space (Exchange or shelter), then a duly filled out ‘***FTDB data entry parameters proforma v?.docx***’ is mandatory      * To assist with the preparation of this document, the ‘***Corporate Standard 007338 C4-3 - Power & Earthing at Shared Sites - A.C Services.pdf***’ is available  1. Any other document(s) deemed pertinent to the proposed works 2. The Access Seeker is required to provide specifications relating to the following elements ...  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Item** | **Make / Model** | **Mounting height (m)** | **Location** | **Bearing** | **Length (m)** | | Extension to Structure | ✔ | ✔ |  |  | ✔ | | Antenna | ✔ | ✔ |  | ✔ |  | | Feeder cable | ✔ |  |  |  | ✔ | | Junction device (MHA, TMA, Diplex) | ✔ | ✔ |  | ✔ |  | | Transceiver (RRU) | ✔ | ✔ |  | ✔ |  | | Equipment shelter, trench, slab | ✔ |  | ✔ |  |  | | Headframe | ✔ | ✔ |  |  |  | | Other structure mounted device | ✔ | ✔ |  | ✔ |  | |
| 1. ***Size limit for each attachment*** | 3.5 Mb |
| 1. ***As issued by Telstra*** | A **L2 ASSESSMENT** document with the **OUTCOME** of ‘***APPROVAL****’*, ‘***CONDITIONAL APPROVAL****’* or ‘***REJECTION****’*     * following an ‘***APPROVAL***’, or a ‘***CONDITIONAL APPROVAL***’, the Access Seeker may progress to the next level * a **‘*REJECTION***’ requires the current level to be resubmitted |
| 1. ***Telstra turn-around timeframe*** | Within **15 business days** from receipt of the L2 order |
| 1. ***Validity period*** | The validity period for this stage will expire as stipulated within the extant contract, after which resubmission is required  However, prior to expiration of the validity period, the Access Seeker may make application for an **Extension Of Time (EOT)** |

## Level 3 : Design And Construct Proposal [DCP]

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| --- | --- |
| 1. ***To be submitted by the Access Seeker*** | 1. A [**NCTF**](#_Definitions) order form with ‘Lvl 3’ tabs filled out *(refer ’Order forms’ on the FOH website)* 2. A concise ‘***scope of proposed works v? to be used with every Level 2 & 3 application.docx***’ proforma detailing all the works to be undertaken .refer section 6.2.1.b for the proforma.  * specific make / model description required (i.e. an ‘ANDREW HP4-144’ as opposed to a ‘1.2m SOLID PARABOLIC’) * when proposing a mounting height for antenna(e) and / or ancillary equipment, kindly ...   + nominate the ‘centre line (C/L)’, or ‘base line (B/L)’ height of the item (as applicable), and   + maintain a minimum separation of 0.5m from items above and below, whether existing or proposed * alignment with preceding L2 ASSESSMENT ...   + with respect to item quantities, height, and equipment location   + highlight any minor variations from the preceding L2  1. **Professional quality** and up-to-date **For Construction (FC)** drawings, including a detailed description, with specific diagram(s) of any associated structural upgrade(s); as well as proposed antenna mounting arrangement(s) and featuring a site plan, elevation, antenna table, shelter location and / or equipment positioning etc 2. Current photos of the site and the structure (refer to **Section 8.1** of ‘***018947 Deployment Rules for Telstra Antenna Support Structures (Access Seeker use only).pdf***’) 3. Where applicable, the applicant must provide evidence of timely **landlord consultation**, and / or **notification to other co-sited tenants** 4. The proforma ‘***a final checklist for a level 3 design & construct [D&C] submission.docx***’ is provided to assist with compilation of the pack     **.WITH RESPECT TO STRUCTURAL ADEQUACY.**   1. Telstra enforces strict compliance with the requirements outlined within the ‘***018947 Deployment Rules for Telstra Antenna Support Structures (Access Seeker use only).pdf***’, **please read this document** 2. Telstra requires the **mandatory** proforma ‘***018947f01 Structural Design Certification (Access seeker use only).docx***’ duly prepared by a **qualified** and Telstra **accredited** structural engineer     **.NOTE.** For guidelines to assist with the preparation of this proforma, refer to ...   * ‘***018947f01 Structural design Certification Help Notes (Access seeker use only).pdf***’, and * **Section 9** of the ‘***018947 Deployment Rules for Telstra Antenna Support Structures (Access Seeker use only).pdf***’  1. The associated **Structural Analysis / Structural Report** duly prepared by a **qualified** and Telstra **accredited** structural engineer, incorporating all elements loaded onto the structure, its footing, and the proposed mounting arrangements   **.NOTE.** Structel P/L is a recognised provider of structural analyses *tel: (03) 9654 7344 e-mail: ‘structel@structel.com.au’*  **.WITH RESPECT TO EME COMPLIANCE.**   1. Telstra requires [***Port power***](#_Definitions)and [***Frequency***](#_Definitions)details of all antennae on our structures to enable us to assess cumulative EME values for showing compliance on our structures.   **.NOTE.** Although in isolation each antenna e.g. MW antennae may not be a risk, we are required to assess all antennae in combination to determine the cumulative energy associated with our structures to display compliance and offer our workers, contractors and sharers a "Safe place of work.   1. Telstra EME compliance standards are published within ‘***005486\_-\_Site\_Compliance\_and\_Safe\_Work\_ Procedure\_-\_Revision\_4\_(2014-10-23).zip***’ 2. An EME design review proforma ‘***EME Design Guide Part 11 - Form F02 (2014-12-16).docx***’ addressing ...  * Preliminary RF Hazard drawings showing the existing and proposed RF emitting equipment * Up to date photos of the site and the surrounds * Current and proposed access and signage regime for the site * Any other relevant information to help obtain a holistic view of the site and the request for exemption from the EME Design Guidelines      1. In the event the proposed design (Form F02) is not approved by Telstra, the access seeker can either ...  * rectify the offending elements, then resubmit the amended pack comprising a revised ‘***EME Design Guide Part 11 - Form F02 (2014-12-16).docx***’ * resubmit the original design pack for escalation and further review via the ‘***EME Design Guide Part 10 - Form F01 (2014-12-16)***’ proforma     **.WITH RESPECT TO ELECTRICAL CAPACITY.**   1. Provided to assist with the preparation of related documentation ‘***Corporate Standard 007338 C4-3 - Power & Earthing at Shared Sites - A.C Services.pdf***‘ 2. A **Power Viability Audit**, duly prepared by a qualified electrical engineer (or equivalent report / statement from a suitably qualified source). **Alternatively**, if the applicant deems that minimal electrical impact will result from their proposal, then a ‘***Power Viability Audit exemption.dotx***’ proforma may be substituted     **.NOTE.** All electrical work must comply with Telstra power and earthing standards (refer to ‘***Power & Earthing at Shared Sites-C0403.pdf***’)  THIESS ENERGY SOLUTIONS is a recognised provider of PVAs *tel. (03) 9273 7600*  **.WITH REGARD TO BYPASSING PREVIOUS LEVELS.**  Where level 2 is to be bypassed, those requirements which would have applied at L2 must now be incorporated into the L3 submission. |
| 1. ***Size limit for each attachment*** | 3.5 Mb |
| 1. ***As issued by Telstra*** | A **L3 ASSESSMENT** document with the **OUTCOME** of ‘***APPROVAL****’*, ‘***CONDITIONAL APPROVAL****’* or ‘***REJECTION****’*     * following an ‘***APPROVAL***’, or a ‘***CONDITIONAL APPROVAL***’, the Access Seeker may progress to the next level * a **‘*REJECTION***’ requires the current level to be resubmitted |
| 1. ***Telstra turn-around timeframe*** | Within **20 business days** from receipt of the of the L3 order. |
| 1. ***Validity period*** | The validity period for this stage will expire as stipulated within the extant contract, after which resubmission is required |

## Level 5 : Construction Activity Request [CAR]

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. ***To be submitted by the Access Seeker*** | 1. A [**NCTF**](#_Definitions) order form with ‘Lvl 5’ tabs filled out *(refer ’Order forms’ on the FOH website)* 2. The duly prepared proforma ‘***Attendance Request Form-008712F11.doc***’ which **must** be signed-off by the Access Seeker’s project manager / supervisor, and list the names of **all** attendees to site 3. Documents which require prior endorsement from the Network Property Facility Manager.   **.NOTE.** The Access Seeker must submit specific proformas to the **Network Property Facility Manager**  national ‘MOP’ e-mail boxes ...   |  |  | | --- | --- | | **NSW** | **F0510914@team.telstra.com** | | **QLD/NT** | **F0511292@team.telstra.com** | | **SA** | **F0511386@team.telstra.com** | | **VIC/TAS** | **F0511356@team.telstra.com** | | **WA** | **F0511385@team.telstra.com** |   The relevant proformas are ...   * the Working In Network Sites ‘***WINS Application (013731f01).docx***’ * the Method Of Procedure ‘***MOP Proforma (000169f02) mod.doc***’ * the Hazard Notification ‘***Hazard Notification - Planned Service Interruption Request*** ***For Telepower - Environmental - Building.docx***’ * the Project Notification ‘***Project Notification Proforma-000169f1.doc***’ * the Hot Dust Work Permit ‘***Hot-Dust Work Permit ( previously known as 004956F01 or*** ***TAF0001-673527 ).doc***’ * the Safety & Environmental Job Analysis ‘***SEN-FO-FM3015 JS&EA.doc***’   **.NOTE.** The Telstra documents ’***000169 MOP v.06 Procedure Document.doc***’ and ‘***013731 Working in Network Sites (v18).doc***‘ are provided to assist with the preparation of the respective proformas  The following guidelines must be observed ...   1. All documents are to be in MS Word format for the Network Property Facility Manager registration number to be inserted 2. All documents (WINS, MOP, Hazard, Dust, JSA etc.) where applicable, will need to be attached individually - no ‘.zip’ files 3. The Network Property Facility Manager requires a **10 WORKING DAY** turnaround timeframe for administration of the applications 4. The Network Property Facility Manager will only accept WINS documentation from the Project Manager (i.e. **NOT** the Sub-Contractor(s)) 5. Please be advised that the registration number given to the WINS application should be used as reference for re-registration purposes 6. If the project work impacts, or is likely to impact, the site Toilet/Amenities then the Toilet/Amenities box is to be ticked on the WINS proforma 7. Documents which require prior endorsement from **Telstra Physical Access and Hazard Management**.   **.NOTE.** Personnel must state in the WINS proforma and **separately** advise Telstra of any instance where works for which they are responsible may affect or activate building services plant, equipment or high-temperature alarms. By way of examples only, activities that activate alarms may include …   * Isolation or failure of air-conditioning plant and equipment; * Increases in equipment room temperature up to the high temperature setpoint; * Interruptions, switching or isolation of power distribution and supplies; and * Isolation of fire detection circuits, panels and aspirated smoke detection (eg. VESDA™) and work that produces any heat, smoke or dust which may activate these alarms   This allows the activity to be assessed and recorded in the systems used to manage hazards. Notification lead times are indicated on the form. Telstra will issue a **Change Request Number (CRQ)** to the requester for approved activities.  Access Seeker must submit specific proformas to [hazards@team.telstra.com](mailto:hazards@team.telstra.com).  The relevant proformas are ...   * the ‘***endorsed***’ Method Of Procedure ‘***MOP Proforma (000169f02) mod.doc***’ * the Hazard Notification ‘***Hazard Notification - Planned Service Interruption Request*** ***For Telepower - Environmental - Building.docx***’ * the Maintenance Window Exemption (if applicable) ‘***ABW-7227 Maint Window Exemption***  ***Application.doc***’   **.NOTE.** Email(s) to Telstra Physical Access and Hazard Management must indicate ‘**TESLTRA WHOLESALE CUSTOMER**’ (in CAPS) in the subject line to ensure a response within **7 WORKING DAYS**   1. The ‘***no variations***’ proforma ‘***Level 5 CAR declarations.doc***’ which **must** be signed-off by the Access Seeker’s project manager / supervisor |
| 1. ***Size limit for each attachment*** | 0.2 Mb |
| 1. ***As issued by Telstra*** | A **L5 ASSESSMENT** document with the **OUTCOME** of ‘***APPROVAL****’* or ‘***REJECTION****’*     * following an ‘***APPROVAL***’ the Access Seeker may proceed with the proposed works * a **‘*REJECTION***’ requires the current level to be resubmitted |
| 1. ***Telstra turn-around timeframe*** | Within **5 business days** from receipt of the of the L5 order |
| 1. ***Validity period*** | Construction activity must be commenced, finalised and commissioned within the period stipulated by the extant contract, or subject to Telstra agreeing to a request for an **Extension Of Time (EOT)**. |

## Level 6 : As Built [AsB] incorporating Construction Activity Completion [CAC]

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| 1. ***To be submitted by the Access Seeker***   ***.NOTE:.***  *The L6 documentation must be submitted to FOH within* ***2 business days*** *of construction activity completion* | 1. A [**NCTF**](#_Definitions) order form with ‘Lvl 6 As Built’ tab filled out *(refer ’Order forms’ on the FOH website)* 2. **Professional quality** and up-to-date **As Built (AsB)** drawings, including a detailed description, with specific diagram(s), of any associated structural upgrade(s) performed; as well as antenna mounting arrangement(s) installed  *(see* [*Appendix A)*](#_Appendices)   **NOTE.** As Built drawings are a mandatory requirement and standard drawings should meet the requirements in Telstra’s CAD standards manual 017866a and be used as a guide.   1. Photographs of **all** the completed works  *(see* [*Appendix B*](#_Appendices)*)*   **.NOTE.** Date stamped Site Build Photos should be of minimum size and quality (1024 x 768 Resolution) - Thumbnail size not acceptable.  **.WITH RESPECT TO STRUCTURAL ADEQUACY AND EME COMPLIANCE.**   1. Telstra enforces strict compliance with the requirements outlined within the ‘***018947 Deployment Rules for Telstra Antenna Support Structures (Access Seeker use only).pdf***’, **please read this document** 2. Telstra requires the **mandatory** proforma ‘***018947f02 As Built Construction Certification (Access seeker use only).docm***’ duly prepared by the Construction Project Manager engaged by the Access Seeker     **.NOTE.** For guidelines to assist with the preparation of this proforma, refer to ...   * ‘***018947f02 As Built Construction Certification Help Notes (Access seeker use only).docx***’, and * **Section 10.5** of the ‘***018947 Deployment Rules for Telstra Antenna Support Structures (Access Seeker use only).pdf***’  1. Telstra requires the **mandatory** proforma ‘***018947f04 As Built Structural and EME Compliance Certification (Access seeker use only).docm***’ duly prepared by a **qualified** and Telstra **accredited** structural engineer, and a NATA certified RF assessor   **.NOTE.** For guidelines to assist with the preparation of this proforma, refer to ...   * **Section 10.6** of the ‘***018947 Deployment Rules for Telstra Antenna Support Structures (Access Seeker use only).pdf***’ |
| 1. ***Size limit for each attachment*** | 0.2 Mb *(not applicable to As Built drawings)* |
| 1. ***Telstra turn-around timeframe*** | Within **90 calendar days** from receipt of the of the L6 order |
| 1. ***As issued by Telstra*** | An **L6 ASSESSMENT** document with the **OUTCOME** of ‘***APPROVAL****’* or ‘***REJECTION****’*     * The awarding of an ‘***APPROVAL***’ finalises the submission for colocation * a **‘*REJECTION***’ may require remedial works to be carried out, as well as resubmission |

# The decommissioning / recovery of existing infrastructure

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| 1. ***Entry point*** | A proposal to decommission / recover existing antennae and / or equipment can be initiated at the Level 3 Design And Construct Proposal [DCP] stage. |
| 1. ***To be provided by the Access Seeker*** | 1. A [**NCTF**](#_Definitions) order form with ‘Lvl 3’ tabs filled out *(refer ’Order forms’ on the FOH website)*   **.NOTE.** specific reference to **DECOMMISSIONING WORKS** is advised   1. A concise ‘***scope of proposed works v? to be used with every Level 2 & 3 application.docx***’ proforma detailing all the works to be undertaken .refer section 6.2.1.b for the proforma.  * specific make / model description required (i.e. an ‘ANDREW HP4-144’ as opposed to a ‘1.2m SOLID PARABOLIC’) * where applicable antenna / ancillary height & bearing, feeder model and length, equipment shelter / hut / cabinet * an outline of anticipated changes electrical demand / power * the environmental impact to surroundings (eg. the removal of fuel tanks, batteries etc.) * the planned remedial works required to make good affected areas (eg. re-galvanising exposed surfaces on towers and poles, ground works required to repair trenches, furrows or divots resulting from any related digging, patch-up perforations in masonry and brickwork etc.)  1. **For Construction (FC)** drawings, including a description with specific diagram(s) of any associated structural upgrade(s); as well as proposed antenna demounting arrangement(s), equipment shelter / hut / cabinet removal etc 2. Current photos of the site and the structure (refer to **Section 8.1** of ‘***018947 Deployment Rules for Telstra Antenna Support Structures (Access Seeker use only).pdf***’) 3. Where it is proposed to recover equipment within a Telstra space (Exchange or shelter), then a duly filled out ‘***FTDB data entry parameters proforma v?.docx***’ is mandatory .refer section 6.2.1.d for the proforma. 4. Where applicable, the applicant must provide evidence of timely **landlord consultation**, and / or **notification to other co-sited tenants**   **.WITH RESPECT TO STRUCTURAL ADEQUACY.**   1. Telstra enforces strict compliance with the requirements outlined within the ‘***018947 Deployment Rules for Telstra Antenna Support Structures (Access Seeker use only).pdf***’, **please read this document** 2. When recovering items from a structure ( i.e. antennae, MHAs, RRUs etc ) the Access Seeker is required to confirm the ongoing integrity of that structure. To that end the Access Seeker must provide a structural evaluation signed-off by a **qualified** and Telstra **accredited** structural engineer   **.NOTE.** where the related structure is a **guyed mast**, Telstra requires the proforma ‘***018947f01 Structural Design Certification (Access seeker use only).docx***’ duly prepared by a **qualified** and Telstra **accredited** structural engineer .refer section 6.3.1.h for the proforma.  **.WITH RESPECT TO EME COMPLIANCE.**   1. Telstra EME compliance standards are published within ‘***005486\_-\_Site\_Compliance\_and\_Safe\_ Work\_Procedure\_-\_Revision\_4\_(2014-10-23).zip***’ 2. An EME design review proforma ‘***EME Design Guide Part 11 - Form F02 (2014-12-16).docx***’ addressing ...  * Preliminary RF Hazard drawings showing the existing and proposed RF emitting equipment * Up to date photos of the site and the surrounds * Current and proposed access and signage regime for the site * Any other relevant information to help obtain a holistic view of the site and the request for exemption from the EME Design Guidelines .refer section 6.3.1.l for the proforma.  1. In the event the proposed design (Form F02) is not approved by Telstra, the access seeker can either ...  * rectify the offending elements, then resubmit the amended pack comprising a revised ‘***EME Design Guide Part 11 - Form F02 (2014-12-16).docx***’ * resubmit the original design pack for escalation and further review via the ‘***EME Design Guide Part 10 - Form F01 (2014-12-16)***’ proforma .refer section 6.3.1.m for the proforma. |
| 1. ***Size limit for each attachment*** | 3.5 Mb |
| 1. ***As issued by Telstra*** | An **L3 ASSESSMENT** document with the **OUTCOME** of ‘***APPROVAL****’*, ‘***CONDITIONAL APPROVAL****’* or ‘***REJECTION****’*   * following an ‘***APPROVAL***’, or a ‘***CONDITIONAL APPROVAL***’, the Access Seeker may progress to the next level * a **‘*REJECTION***’ requires the current level to be resubmitted .refer section 6.3.4 for a sample |
| 1. ***Telstra turn-around timeframe*** | Within **20 business days** from receipt of the of the L3 DECOMMISSIONING / RECOVERY order |

# The replacement of malfunctioning, faulty or defective elements

There is provision for collocated Access Seekers to exchange / replace / swapout existing equipment which is malfunctioning, or has become defective. The replacement of such faulty antennae, feeder cables or junction devices etc. may be carried out without a formal order for colocation where permitted under (and subject to) the contract between Telstra and the Access Seeker.

However, there remains a clear distinction between the replacement of faulty equipment and the substitution of existing elements in order to bypass the established colocation procedures and protocols.

To distinguish between a maintenance request, and an order for colocation, FOH will appraise the specification(s) of replacement antenna(e) with respect to ...

* dimensions ( length, width, depth, weight, wind loading etc. ),
* operating technology and spectrum ( 900MHz, 2100MHz etc. ), and
* mounting height(s) and bearing(s).

Where there is equivalence (within acceptable tolerance), the Access Seeker may be entitled to proceed without following the formal submission process for co-location.

Otherwise, the Access Seeker will be directed to follow the procedures and protocols of an order for colocation as outlined above.

Refer to the below attachment for conditions where commencement of the colocation process at the Level 3 stage may be permissible under CRA 31 and CRA 35



# Appendices

**Appendix A – ‘As Built’ Drawings**

The list of drawings shall include but not limited to detailed drawings of …

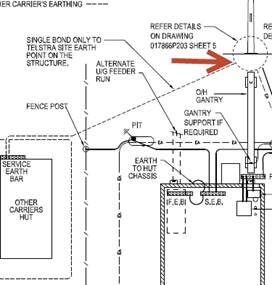
1. **Site Plan**, showing new shelter(s), cabling infrastructure, ground mounted satellite dishes, solar / battery modules etc.
2. **Structure elevation**,showing all additional infrastructure
3. **Equipment room / shelter / hut / cabinet layout**
4. **Electrical / earthing single line diagram(s)**
5. **Structure and Footing Upgrade**

**The submitted drawings shall show the location of feeder labels, listing the actual feeder numbering, in accordance with Telstra procedure ‘005 486 Site Compliance and Safe Work Procedure’, to ensure accurate alignment of the RSCMB**

**Appendix B – Site Build Photos**

The list of photos shall include but not limited to …

1. At least two photos from different angles of the overall view of the structure showing new and or recovered antennae.
2. At least two photos showing the position of the new antenna(e) in context to the structure or sector. The photos should be from different angles preferably one from the side and one from the back.
3. A close in photo of the antenna model no and tilt setting.
4. Wider site photos such that every antenna is captured.
5. A close in and wider photo of the equipment shelter/hut/cabinet.
6. Site signage usually at the point of access restriction is also required. The photo should show the signage and the object it is affixed to in relation to the site overall i.e. not simply a close up of the signage but an image of the signage in context i.e. a warning to note the access restriction.
7. Wide and zoomed photos showing any other nearby structures with their antennae and their relationship to our site structure
8. Clear and concise photos of all Structural upgrade/strengthening (if applicable) – labelled with Upgrade Drawing, item, & sheet numbers
9. Single connection earth point to the structure. This would detail the connection method made to the structure i.e. Tower leg and also detail that it has been labelled accordingly.



1. A photo taken within the co-locating carriers’ earth pit. This would need to clearly indicate the type of earth strap utilised as the ring earth i.e. galvanised and would also need to indicate the earth electrode material type.
2. A photo taken within the co-locating carriers AC distribution board indicating the absence of a secondary MEN link.

# Document control sheet

If you have a suggestion for improving this document, please contact the person listed below.

| Name | Suzanne Abadam |
| --- | --- |
| Position | Technical Specialist |
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## Issue Chronology

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| Issue number | Issue date | Details on the change |
| 12 | 02-Apr-2014 | Legal review 27 March 2014 & release for ‘In House Training’ |
| 13 | 05-Aug-2014 | Final Legal review |
| 14 | 31-May-2015 | EME compliance added |
| 15 | 17-Jul-2015 | Level 1 disclaimer clause added |
| 16 | 27-Nov-2017 | Aligned document to corporate template  Revised business unit references  Clarification of Level 3 process - Port Power & Frequency requirement added  Clarification of Level 5 process - Hazard Notification added  Clarification of Level 6 process - Appendices added  Clarification of the decommissioning / recovery of existing infrastructure - EME compliance added  Document Control owner updated.  Glossary sorted to alphabetical order -Definitions for Port Power & Frequency added |
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## Glossary

| Term | Definition |
| --- | --- |
| ***Access Seeker*** | *Other Carriers, or Non-Carriage Service Providers (i.e. Non Carriers) such as Police, Shire / Council, Community, Educational Body, TV and radio station etc* |
| ***APPROVAL*** | *Permission to proceed with the submission of documentation for the next level* |
| ***CONDITIONAL APPROVAL*** | *Permission to proceed, but with imposed conditions which must be addressed / corrected within the submitted documentation for the next level* |
| ***EME*** | *Electro Magnetic Emission (i.e. the radiation emitted by radio frequency transmitting equipment – typically antennae)* |
| ***FOH*** | *Telstra Front Of House - typically Telstra Wholesale* |
| ***Frequency*** | *As per licenced frequency for Transmitting with Australian Communications and Media Authority (ACMA)* |
| ***NCTF*** | *National Co-location Taskforce Framework* |
| ***Port Power*** | *Transmitter power of the transmitter, or sum of multiple transmitters connected to the antenna* |
| ***REJECTION*** | *The Access Seeker must rectify all offending element(s) before resubmitting the documentation, either in part or in full* |
| ***Telstra building*** | *A Telstra Exchange, shelter, cabin or outdoor cabinet* |
| ***Telstra structure*** | *Radio towers, poles, guyed masts, building rooftops, antennae mountings, cable gantries and other structures capable of bearing equipment* |
| ***Telstra Site Share Co-ordinator (SSC)*** | *Operative in Telstra Operations with responsibility for coordinating 3rd party requests for colocation.* |
| ***Validity period*** | *An interval expressed in business or calendar days* |

## Disclaimer

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