

# Communication Site Charging Policy

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Related Legislation: Telecommunications Act 1997 (Cth), Broadcasting Services Act 1992 (Cth), Government Telecommunications Act 2018 (NSW)

Associated Policies/Documents: Nil

Responsible Owner: Manager Water Business Services

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## 1 Policy Purpose

To define the process of generating fees and charges for Shoalhaven City Council's communication facilities.

## 2 Objectives

### 2.1 Policy Statement

Shoalhaven City Council owns and manages a number of communication facilities (Attachment A) throughout the Shoalhaven. The facilities allow a range of services to operate from the sites, providing communication infrastructure for Council, emergency services, business and the general public. Access to Council's facilities is provided through a formal agreement that includes the levying of appropriate fees and charges as specified in the following provisions.

## 3 Definitions

Term	Meaning
Communications sites	Any council owned land or land that is leased by Council that house communications structures and equipment
Discount	Application of a discount reducing the approved Fees and Charges
Fees and Charges	The prices adopted by Council annually for the leasing of Council land and space on communications structures

## 4 Roles and Responsibilities

### 4.1 Provisions

#### 4.1.1 Fees and Charges

Advertised fees and charges for the lease of space to house communications structures and equipment by third parties include commercial and community organisations and government authorities

Fees and charges for communication facility access are detailed on Council's website.

<https://www.shoalhaven.nsw.gov.au/Council/Fees-Charges>

The fees are in general the maximum amount payable for a commercial operation on a level 1 site (Attachment A).

There are also a number of fixed fees that are applied as one-off payments. These fees remain unchanged for all levels of site.

#### 4.1.2 Level of site and discount applied

Attachment B provides a matrix of discounts applied to different levels of sites and different site uses (categories).

Site levels are defined by the level of infrastructure provided and the proximity to population and/or main roads and transport corridors. Sites that are located on a higher ground level or have a higher tower that provides a good area of potential radio coverage are rated higher than sites that only provide limited coverage areas and have lower heights.

**Level 1:** Site is on a higher ground level, tower is higher and provides good coverage to population and/or transport routes. Backup generators are on site. Equipment shelters are available

**Level 2:** Site is on a relatively high ground level or provides reasonable coverage to population and/or transport routes. Equipment shelters are available, backup generators or solar power may be available. Access to site does not require 4WD

**Level 3:** Site is not as close to population areas and/or transport routes. Tower is not at a high level relative to the surrounding areas. Backup generators are not available

**Level 4:** Site is at a low level, tower may be utilising infrastructure such as a water reservoir. Limited infrastructure at site, no equipment shelter or equipment shelter is not enclosed.

**Level 5:** Tower is not owned by Shoalhaven City Council, fees for use of tower are charged by Council.

Example 1: The appropriate fee for a private mobile radio repeater on a level 3 site.

Review of Attachment B indicates that a private mobile radio on a level 3 site will have a discount factor of 0.75. This number is then used to calculate the appropriate fee by multiplying 0.75 by the fee for a private mobile radio (fee number 10939) which is found in Shoalhaven City Council's fees and charges.

#### 4.1.3 Discount for community service organisations

Shoalhaven City Council clients who can show they provide a community service and are considered by Council to be a not-for-profit or not a budget funded organisation will be entitled to a discount of 0.6 of the fee generated as per the method in 4.1.2 above.

Not all fees are eligible for this discount. In general, only fees applicable to equipment installed on site are eligible for the discount for community service clients.

#### 4.1.4 Communications Site Rental – Community FM Radio Stations

Shoalhaven City Council provides communications site rental discounting to Community FM Radio Stations that meet the criteria under MIN06.1067. These financial arrangements apply for providing broadcasting services for Council Community messages and recording of Council meetings for later broadcast.

Previously this was detailed in a separate policy POL22/125, information from this policy is now available in Attachment C.

## 4.2 Implementation

The Council's Communication Site Coordinator will provide assistance to clients in calculating their fees and charges for all sites owned and managed by Shoalhaven City Council. Clients requiring clarification of communication site costs should phone the Communication Site Coordinator on 1300 293 111.

Fees and charges will be reviewed each year and increased annually.

A market review may be undertaken every 5 years to ensure Council's fees and charges remain in-line with the communication industry and other providers of communication facilities.

## 5 Related Legislation, Policies or Procedures

- Telecommunications Act 1997 (Cth)
- Broadcasting Services Act 1992 (Cth)
- Government Telecommunications Act 2018 (NSW)

## 6 Risk assessment

Risks identified against the Council Risk categories

Risk Category	Risk	Notes
Reputation	Community backlash that Council is not seen to be supportive of community organisations – allowing access to communications sites to support community organisation's activities eg Community FM radio, Marine Rescue etc	This policy provides a method of assessing organisations and the discount that can be received by these organisations, along with the calculation of leasing fees for commercial organisations
	Telecommunications Carriers and other large organisations attempting to use aggressive negotiation tactics to reduce their leasing fees	Having this policy in place allows Council to provide consistency in pricing negotiations with larger organisations, leading to more confidence in Council achieving fair value for the community through negotiations
Financial	Income generated from these communications sites is not consistent with Council's financial goals	The methodology sets out the criteria for the various levels of sites across the Shoalhaven and is aligned with the population coverage that can be achieved from each site which is a key driver in the negotiations with Commercial tenants.
People	Difficult for staff to calculate the price for	The policy provides a framework to calculate the price for a communications site

Risk Category	Risk	Notes
	communications site leases	
Environment	This policy does not impose an environmental risk	N/A
Property and Infrastructure	This policy does not impose a Property and Infrastructure risk	N/A
Governance (probity, transparency, resilience to scrutiny)	Lack of a clear policy would increase the risk of Telecommunication Carriers or Broadcast clients to invoke Federal or State Acts to occupy sites	Policy provides a methodology to apply when calculating the fee applicable to each tenant and location

## 7 Data and Reporting

NA

## 8 Monitoring and Review

This policy will be reviewed within the term of each new Council.

## 9 Ownership and Approval

### 9.1 Public Policy

Responsibility	Responsible Owner
Directorate	Shoalhaven Water - Business Services
Endorsement	Director Shoalhaven Water
Approval/Adoption	Council

## Attachment A

### Council communications facilities and levels

Level	Name	Address	Site Attributes	ACMA site number
1	Cambewarra	Cambewarra Lookout	Highest point in the Shoalhaven. Tubular steel lattice tower. Air conditioned brick hut or customer provided hut.	9100
1	Red Rocks	Leebold Rd Beaumont	On the same ridge as Cambewarra, further to the West. Angle steel lattice tower, with brick shelter or customer provided hut.	9113
1	Vincentia	St George Av, Vincentia water reservoir	Steel lattice tower – 50 metres Covers Vincentia and the Jervis bay area.	131105
1	West Ulladulla	Ulladulla Reservoir White Gum Rd, West Ulladulla	Steel lattice tower, covers Ulladulla and Milton	13035
1	Huskisson	Huskisson Rd Huskisson waste depot	Steel lattice tower, covers Huskisson and Woollamia	9000991
2	Sassafras	Braidwood Rd Sassafras	Solar site, covers the Sassafras area, steel lattice tower.	201685
2	Nowra Admin	42 Bridge Rd, Nowra	Nowra, High location on top of Council Admin building	9109
2	Kings Point	Kings Point Rd, Kings Point	Lease of land or access to Council hut only. Tower owned by Telstra	9009834
2	Bewong	Kells Rd Bewong	Steel lattice tower, covers Hwy at Tomerong and Bewong	202794
2	Fishermans Paradise	Cornfields Rd Fishermans Paradise	Steel lattice tower, covers Hwy, Fishermans Paradise to Milton	201625
3	Coonemia	Coonemia Reservoir Coonemia Rd Coonemia	Steel lattice tower, Wollumboola area	134548
3	Sussex Inlet	Medlyn Av Sussex Inlet Sewage treatment plant	Steel lattice tower, covers Sussex Inlet	130381
3	Kangaroo Valley	Upper Kangaroo River Rd, Clover Hill	Covers Kangaroo Valley township	131932
3	Berry	Agars Lane, Moeyan Hill	Covers Berry and Shoalhaven Heads	201687
3	Currarong	Fishery Rd, Currarong	Covers Currarong village	9001530
3	Emergency Management Centre	EOC, Albatross Rd, Nowra	Light tower, covers to West Nowra and Nowra Hill	9007269

3	Yalwal	Lot 14, DP1256179, Yalwal Rd, Yalwal	Light lattice tower, covers Danjera Dam and Yalwal area	10013467
3	Shoalwater Depot	Shoalwater Depot, Flinders Estate, South Nowra	Installation on roof of building, limited accessibility	9002973
3	Shoalhaven Heads STP	Shoalhaven Heads STP, Gerroa Rd Shoalhaven Heads	Use of council pole, space for outdoor cabinets	200314
4	Browns Hill	Princes Hwy, South Nowra	Limited infrastructure South Nowra, Hwy location Water tower, not in use for water supply.	10003193
4	Greenwell Point	47 Church St, Greenwell Point	Limited infrastructure Greenwell Point Water tower, not in use for water supply	10021543
4	Deering St	Cnr Camden & Deering Sts, Ulladulla	Limited infrastructure Ulladulla, high location Water tower, not in use for water supply.	140617
4	Ulladulla Lighthouse Oval	Ulladulla Lighthouse Oval, 107 Deering St Ulladulla	Lighting pole used as tower Good coverage for marine purposes Limited infrastructure	9027002
5	Shoalhaven Heads STP NBN site	Shoalhaven Heads STP, Gerroa Rd, Shoalhaven Heads	Lease of land only. Tower owned by NBN Co	9028456
5	Flat Rock	Flat Rock WTP, Filter Rd West Nowra	Lease of land only. Tower owned by Optus	9018585
5	Callala Bay	Callala Bay Rd, Callala Bay	Lease of land only. Tower owned by Telstra	9014337
5	Bomaderry Depot	Gesham Way, Bomaderry	Lease of land only. Tower owned by Telstra	9016223
5	Berringer Reservoir	Lot 473 Cunjurong Point Rd, Cunjurong Point	Lease of land only. Tower owned by Optus	10009100
5	Vincentia STP	Vincentia STP 50 Berry St, Vincentia	Lease of land only. Tower owned by Optus	10003135



## Attachment B

### List of equipment categories and applied rate:-

Number	Categories	Multiplier for Level 1 Sites	Multiplier for Level 2 Sites	Multiplier for Level 3 Sites	Multiplier for level 4 sites	Multiplier for level 5 sites
1	Microwave dishes	1	1	1	1	.3
2	Mobile phone system	1	0.90	0.75	0.65	NA
3	Private mobile radio (one repeater base up to 50W)	1	0.90	0.75	0.50	.25
4	Extra Base antenna	1	0.90	0.75	0.50	NA
5	Two-way radio link	1	0.90	0.75	0.50	.25
6	Extra yagi link antenna	1	.9	.75	0.5	NA
7	FM broadcast	1	0.90	0.75	0.65	.3
8	TV Broadcast	1	0.90	0.75	0.65	NA
9	Spread spectrum repeater	1	0.80	0.65	0.50	.2
10	Paging Base up to 100W, Navigation beacon	1	1	1	0.50	.25
11	Ground Rental for customer hut	1	0.90	0.75	0.50	1
12	Power	1	1	1	1	1
13	Rack space	1	0.90	0.75	0.50	1
14	Access to generator power (if available)	1	1	1	1	1
15	Solar power contribution (if available)	1	1	1	1	1

## Attachment C – Communications site Rental – Community FM Radio Stations (previously covered in POL22/125)

### 1 PURPOSE

To specify the criteria and method to charge communication tower site rental fees to those community radio stations that provide broadcasting services for Council community messages and recording of Council meetings for later broadcast using Council's communication facilities.

### 2 STATEMENT

This policy is based on Minute MIN06.1067 of the 22 August 2006 recognising the Federal Government subsidy through the Community Broadcasting Foundation, available to community radio stations.

### 3 PROVISIONS

Community radio stations will be charged the annual concessional communications site rental fee. The community radio station can then:

- seek reimbursement of this amount from the Community Broadcasting Foundation;
- issue an invoice to Council for production costs for work undertaken for council up to the lesser of
  - the concessional annual site rental fee less the value of the federal subsidy received or
  - 40% of the concessional annual site rental fee charged.

### 4 IMPLEMENTATION

At the time of issuing the invoice to Council, Community radio stations are to provide written advice of their contributions to a number of key areas. To achieve this, statements are to be provided covering the following elements:

- Education and training opportunities for young people;
- Caters to communities in need; and
- Supports a diverse range of genres.

### 5 REVIEW

This policy is to be reviewed within one year of the election of every new Council or whenever there are changes to the Federal Government's Community Broadcasting Foundation subsidy scheme. Grants are allocated twice per year and are provided via the Community Broadcasting Foundation Ltd.