



Root Projects
Australia

Tenant Services Connections

Melbourne Market Relocation Project

Date 24/06/2015

Revision 1

Background

This paper outlines the process for application for connection to a number of utility services, in respect to both temporary (construction) connections (where required) and also securing a permanent supply connection.

Tenants should review the details included in this paper and make their own enquiries of the relevant utility providers to arrange connections of services to their trading store or café tenancy.

Any queries should be directed to the Tenancy Coordinator (Root Projects Australia) on (03) 9654 0488 or tenancycoordinator@rootprojects.com.au.

Water

TEMPORARY CONNECTION

The MMA will provide water at no cost to the Tenant for the duration of the fit-out works. Water to the Market Site is currently metered and billed to the MMA; there is no requirement to use tenant's individual store check-meters until Lease Commencement.

PERMANENT CONNECTION

The MMA has arranged for connection of your permanent water supply.

Please contact the MMA on (03) 9258 6100 if you do not require permanent water supply.

This permanent water supply connection will be made at the time of Lease Commencement.

The MMA will then issue a monthly / quarterly water usage bill to each tenant, based on the amount of water usage recorded at the individual store check meter, linked to the Building Management System (BMS).

Water usage is charged at \$2.75 per kilolitre.

Sewerage usage is charged at \$2.07 per kilolitre.

Plus a nominal service and supply charge.

Tenant Services Connections - Continued

Electricity

The Melbourne Markets at Epping is powered through a private embedded electricity network.

An embedded network is where a building containing a number of tenants are fed through a single supply point such as a main switch board (MSB). A parent meter is installed between the incoming supply and the MSB to record all incoming supply to the building. The site owner then purchases electricity at the parent meter and on-sells this energy to tenants at discounted rates.

TEMPORARY CONNECTION

Tenants are provided with an electrical connection for their fit-out works by the MMA. The MMA will not charge a connection fee or ongoing service fee to the Tenant during fit-out.

Each Tenant must make a request for temporary electrical connection to the Tenancy Coordinator at the time that their Building Permit is submitted to the Tenancy Coordinator. The Tenant's request needs to include the anticipated programme dates for undertaking fit-out, which the MMA will use to coordinate connection and meter readings.

Electricity will be made available for the duration of the submitted programme only; the Tenant / Contractor is required to notify the Tenancy Coordinator in writing of the revised start and/or end dates if their approved programme is amended.

Usage of electricity during the fit-out phase will be monitored by the MMA via the tenancy electricity check-meter linked to the Building Management System (BMS).

MMA will invoice the Tenant or Fit-out Contractor for electrical consumption during the fit-out period, at the peak rate of **25.40¢** per kWh.

PERMANENT CONNECTION

WIN Energy manages the embedded network including connection and distribution of electricity throughout the Melbourne Market at Epping on behalf the MMA.

Tenants are encouraged to contact Win Energy in relation to their permanent electricity supply connection for their trading store or café.

Connection can be arranged at www.winenergy.com.au. Tenants will be required to pay a meter connection fee to WIN Energy in their first bill.

Please note that Tenants are not obligated to use WIN Energy, and may engage an electricity supplier of their choice. Tenants are required to advise their chosen retailer that they are part of the embedded network. Their chosen retailer will contact WIN Energy directly to arrange connection.

The Tenant is required to make all connection arrangements with their chosen retailer, in accordance with that retailer's nominated process. Should Tenants choose an alternative retailer, then they may require an alternative electricity meter, which will be arranged by their retailer, at the tenants' cost.

Win Energy will bill the Tenant for electrical consumption from Lease Commencement at **25.40¢** per kWh during peak period and **11.66¢** per Kwh during off peak periods (Based on a 33% Discount off the Victorian Government Gazetted Rates). Please note, the Victorian Government Gazetted Rates may vary and subject to review on an annual basis. Advance notice of future Price Changes will be made at least one month before it takes effect.

Tenant Services Connections - Continued

Glycol

TEMPORARY CONNECTION

In accordance with the Refrigeration Design Information Pack, Tenant's Contractors must advise the Tenancy Coordinator when the installed refrigeration system is deemed *Ready for Operation*.

The Tenancy Coordinator will then advise Oomiak who will inspect the as-built system on behalf of the MMA and issue a Stage 2 Inspection Certificate.

PERMANENT CONNECTION

At the time that the Tenant applies to the Tenancy Coordinator for an Authority to Trade; the Tenancy Coordinator will notify the MMA of the date on which the Tenant wishes to occupy the tenancy. This may be prior to the Lease Commencement date, in order to prepare their store for trading. The Tenant must obtain a Stage 2 Inspection Certificate from Oomiak as a pre-condition to Authority to Trade certification.

The MMA will begin metering of glycol usage from the Tenant's nominated occupancy date, and will bill the Tenant accordingly at the end of each month.

The MMA will confirm the billing rate for use of the Central Refrigeration Plant in due course.

IT / Data / Communications

PERMANENT CONNECTION

As per store holders lease agreements, each store is fitted with 1 x data port and 1 x voice port. The Epping site delivers data and voice services offering technology that supports telephony, ADSL2+ internet services and the ability for proximity based Wi-Fi networks.

This network allows tenants to:

- Select their own telecommunications provider
- Set up their own proximity based Wi-Fi networks
- Setup an ADSL2+ internet connection
- Enter into contractual terms with a provider on terms as mutually agreed

The Epping site has sufficient coverage for all mobile phone providers and their customers through existing mobile towers located in close proximity to the Epping site.

Connect your IT & Telecommunications services at Epping in three easy steps:

1. Contact your preferred telecommunications provider
2. Contact your IT contractor to discuss data requirements if needed
3. Once you have spoken with your preferred telecommunications provider and reached agreement about your connection requirements, contact the Tenancy Fit-out Coordinator (Root Projects Australia - 03 9654 0488 or tenancycoordinator@rootprojects.com.au) to arrange for the works to be undertaken.

Tenant Services Connections - Continued

Telstra contact details are as follows:

Shane Gill
Sales Manager
Telstra Business Store Bundoora
Shop 34, Cnr Cooper & High Street, Epping Plaza, Vic 3076
P: 1300 983 911 | 03-9466 5400 | F 03-9467 3413 | M 0437 200 079
E: shane@tbcbundoora.com.au

Gas (Cafés Only)

PERMANENT CONNECTION

The Tenant is required to make an application for a meter installation and service connection to Origin Energy. The Tenant is to complete and submit the relevant application forms to Origin Energy. Forms are available by contacting Origin Energy's Metering Department on **13 29 73** (Option 3).

Meter installation will be completed within **5-10** business days from application.

Trade Waste (Cafés Only)

PERMANENT CONNECTION

The Tenant is required to make an application for a Trade Waste Agreement to the water authority, Yarra Valley Water. The Tenant is to complete and submit the following form to Yarra Valley Water:

<http://www.yvw.com.au/yvw/groups/public/documents/document/yvw1004820.pdf>.

The MMA will engage a contractor to clean the Tenant's grease interceptor trap. This will be undertaken at regular intervals following Lease Commencement. The Tenant is required to pay the Landlord's contractor directly for this service at the time of invoice.

Temporary Supply Connections

In the case of temporary supply arrangements coordinated by the MMA (e.g. water, electricity), the MMA shall terminate temporary supply on the day prior to Lease Commencement. The Tenant remains responsible for ensuring that a permanent supply is available to their tenancy for the required services from, and including, the date of Lease Commencement; regardless of whether an Authority to Trade Notice has been issued.

Small Trading Stores (sharing)

For those small store tenants that share a medium store tenancy, as tenants in common; you will be required to split your utility bills as there is only one connection point for each service (e.g. refrigeration, water and electricity).