



**VICTORIAN HANG GLIDING & PARAGLIDING ASSOCIATION
PO BOX 157, VIC 3070**

Victorian Hang Gliding and Paragliding Association Incorporated
Incorporation No:A0018791T
ABN 29 852 506 455

21 November 2012

Attn: Jeff Adair
Emergency Services Telecommunications Authority
Level 6 215 Spring Street,
Melbourne, VIC 3000

ESTA – VHPA Agreement

Dear Jeff,

Please find attached the ESTA – VHPA Agreement Version 1.1 signed by the VHPA President. We would appreciate it if you could return a copy of the signature page after signing by ESTA, for our records.

Regards,

S.H. Norman

**Steve Norman, Secretary
Victorian Hang Gliding & Paragliding Association**

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1. Purpose

This agreement defines a framework for installing and maintaining Emergency Markers on land owned or managed by the Victorian Hang Gliding and Para Gliding Association.

2. Background

Emergency Markers, an initiative of the Emergency Services Telecommunications Authority (ESTA), enable the exact location of a Triple Zero (000) caller to be accurately identified. Emergency Markers are more than just signs. They are supported by GPS co-ordinates and directional instructions enabling ESTA operators to provide information to police, fire, ambulance and VICSES advising of obstructions such as locked gates, road closures and quickest access points.

This saves time and may help save lives, with Emergency Service Organisations arriving on the scene faster.

Emergency Markers have been placed in public open spaces such as public Beach access points, National and State Park reserves and gardens, rail and river trails and linear cycling tracks.

3. Scope

This agreement applies to Emergency Markers installed on land owned or managed by the Victorian Hang Gliding and Para Gliding Association.

By establishing this protocol, Victorian Hang Gliding and Para Gliding Association commits to work closely with ESTA to ensure Emergency Markers and the associated data are accurate, readily identifiable and well maintained.

Victorian Hang Gliding and Para Gliding Association will co-ordinate and work with ESTA to determine the priorities for the installation and maintenance of Emergency Markers.

Emergency Markers will be installed and maintained as per the conditions of this agreement.

4. General Obligations under the Agreement

ESTA will:

- advise Victorian Hang Gliding and Para Gliding Association of any issues regarding Emergency Marker Data and/or maintenance.
- retain all relevant data in respect to the Emergency Markers within its operational response systems, and will update on notification of changes by Victorian Hang Gliding and Para Gliding Association.
- be responsible for any changes to the design of the in situ Emergency Markers. The Victorian Hang Gliding and Para Gliding Association will not be required to make retrospective changes to any existing markers with regard to design.
- reserve the right to undertake random audits of Emergency Markers installed within Victorian Hang Gliding and Para Gliding Association.

Victorian Hang Gliding and Para Gliding Association will:

- install, locate and display Emergency Markers on land currently owned or managed by the Victorian Hang Gliding and Para Gliding Association in accordance with ESTA's - *Emergency Marker Design and Manufacturing Criteria v2* as amended from time to time.
 - *ensure that the Marker is installed in the location that reflects the associated spatial information.*
- keep Emergency Markers in good repair and comply with the emergency marker maintenance requirements as detailed in Section 5 of this document.
- provide written notification (at least 20 business days) of details regarding change of location of any Emergency Marker to allow for recalibration of the associated Emergency Marker data..
- not display any other signage that is significantly similar to the Emergency Marker Indexing without prior discussion and agreement with ESTA.
- act as the primary custodian of the spatial data associated with the Emergency Markers.
- remain responsible for the costs associated with removal, disposal and restoration of the Emergency Markers.

ESTA also recommends that the Victorian Hang Gliding and Para Gliding Association provide the Department of Sustainability and Environment – Notification and Editing Service (NES) all the relevant Emergency Marker data for their “Features of Interest layer”.

Both Parties as custodians of the system will:

- consider this MOU active from the date that it is ratified by both parties to the document.
- consider this MOU terminated by giving at least thirty days notice to other party with a request of termination and completing termination responsibilities.
 - Upon the acceptance of termination by both parties information belonging to the other party will be returned;
 - ESTA requires the Emergency Marker Program information to be returned within thirty days of termination.
 - The Emergency Marker – Marker information is to be removed within thirty days;
 - The Victorian Hang Gliding and Para Gliding Association is to provide confirmation that the information has been removed;
 - The Emergency Marker spatial information will remain active within ESTA mapping until the confirmation of the removal of markers has been received by ESTA.

In the event of termination of this Agreement the Victorian Hang Gliding and Para Gliding Association will no longer be authorised to display the Emergency Markers, due to the information no longer remaining within the ESTA database.

5. Emergency Marker Maintenance Requirements

ESTA will:

- ensure the integrity of electronic data associated with Emergency Markers on initiation of agreement, as provided and updated by Victorian Hang Gliding and Para Gliding Association, as follows:
 - Emergency Marker Alpha Numeric codes will be allocated by ESTA for identifying Emergency Markers situated upon lands owned or managed by Victorian Hang Gliding and Para Gliding Association.
 - At signing of this document, the Alpha and numeric codes used to register Victorian Hang Gliding and Para Gliding Association Emergency Markers will be:
 - BEM- Ben More 100-200
 - BNS- Ben Nevis 100-200
 - CAV- Cave Hill 100-200
 - DYN- Dynamic Flight Park 100
 - ELM- Elmhurst Hill 100-200
 - GOR- Gordon 100-200

- BUA- Mt Buangor 100
- HOL- Hollowback 100
- LON- Mt Lonarch 100-200
- MTS- Mt Sugarloaf 100-200

Any change to this code or number range will be authorised by ESTA and will form an appendix to this document on notification to Victorian Hang Gliding and Para Gliding Association.

- consult with Victorian Hang Gliding and Para Gliding Association before registering other location identifiers such as street names, roads, tracks or others unique identifiers.
- provide Victorian Hang Gliding and Para Gliding Association with written advice for consideration and agreement in the instance where ESTA's operational requirements necessitate the removal or relocation of an Emergency Marker.

Victorian Hang Gliding and Para Gliding Association will:

- incorporate Emergency Marker maintenance into a standardised signage maintenance regime.
- include cleaning and repair into Emergency Marker maintenance to ensure that visibility of Emergency Markers is not impeded (i.e. graffiti, overhanging vegetation);
- notify ESTA of any maintenance issues that may result in a change to Emergency Markers data (e.g. removal of Emergency Marker, or infrastructure to which Emergency Markers are attached, by Victorian Hang Gliding and Para Gliding Association due to damage or required changes to landscape.)

6. Emergency Marker Audit Requirements

ESTA will:

- conduct audits of ESTA's Emergency Marker directional information to ensure that the information within the ESTA's mapping database accurately reflects the spatial data provided on installation [or subsequent updates] of Emergency Marker locations.
- provide Victorian Hang Gliding and Para Gliding Association with an Annual list of all pertinent Emergency Markers, including, location coordinates and access description, for use in the audit process.

Victorian Hang Gliding and Para Gliding Association will:

- conduct physical audits reviewing location and condition of all Victorian Hang Gliding and Para Gliding Association Emergency Markers.
- carry out audits periodically (at a minimum annually), with the first to be completed as soon as possible, within 4 weeks of initial installation, to ensure data integrity.
- ensure that the audit process confirms that;
 - each Emergency Marker is sited in accordance with the GPS coordinates and complies with the specific directional information ESTA requires.
 - each Emergency Marker is visible *i.e. not faded or defaced* and is serviceable *i.e. able to be seen and read*.
 - the information regarding preferred access/egress to Emergency Marker is still valid.
- provide a written report to ESTA on completion of audit outlining specifics logged during the audit process to ensure continuing data integrity. ESTA requires notification of any Emergency Markers that do not comply with audit requirements *or* notification that the audit is complete and that all Emergency Markers meet compliance.

7. Contact Details

At date of signing the contact details for the provision of notices and updates are as follows;

ESTA Contact details are;

Name; Janet Rowe
Position; Manager - Purchasing and Contract Management
Email; PurchasingContractManagement@esta.vic.gov.au
Phone; 03 86561200

Council Contact details are;

Name;
Position;
Email;

Phone;

8. SIGNATORIES AGREEMENT

SIGNED for and on behalf of Victorian Hang Gliding and Para Gliding Association:

Manager: Rob Van Der Klooster [name]

Rob van der Klooster [sign]

In the presence of: Stephen Norman [name]

S.H. Norman [sign]

on 20 / 11 / 2012

SIGNED for and on behalf of ESTA:

Manager: [name]

..... [sign]

In the presence of: [name]

..... [sign]

on ___ / ___ / ___