

DUTY OF CARE



Telstra Corporation Limited

IMPORTANT:

- Please read and understand all the information and disclaimers provided below.
- Sketches and Plans provided by Telstra are circuit diagrams only and indicate the presence of telecommunications plant in the general vicinity of the geographical area shown; exact ground cover and alignments cannot be given with any certainty and cover may alter over time. Telecommunications plant seldom follow straight lines and careful on site investigation is essential to uncover and reveal its exact position.
- Due to the nature of Telstra plant and the age of some cables and records, it is impossible to ascertain the location of all Telstra plant. The accuracy and/or completeness of the information can not be guaranteed and, accordingly Telstra plans are intended to be indicative only.

"DUTY OF CARE"

When working in the vicinity of telecommunications plant you have a legal "Duty of Care" that must be observed. The following points must be considered:-

1. It is the responsibility of the owner and any consultant engaged by the owner, including an architect, consulting engineer, developer, and head contractor to design for minimal impact and protection of Telstra plant. Telstra will provide plans and sketches showing the presence of its network to assist at this design stage.
2. It is the owner's (or constructor's) responsibility to:-
 - a) Request plans of Telstra plant for a particular location at a reasonable time before construction begins.
 - b) Visually locate Telstra plant by hand digging (pot-holing) where construction activities may damage or interfere with Telstra plant (see "Essential Precautions and Approach Distances" section for more information).
 - c) Contact Telstra's **Network Integrity Group** (see below for details) if Telstra plant is wholly or partly located near planned construction activities.

DAMAGE:

ANY DAMAGE TO TELSTRA'S NETWORK MUST BE REPORTED TO 132203 IMMEDIATELY.

- The owner is responsible for all plant damage when works commence prior to obtaining Telstra plans, or failure to follow agreed instructions.
- Telstra reserves all rights to recover compensation for loss or damage to its cable network or other property including consequential losses.

CONCERNING TELSTRA PLANS:

- **Phone 1100 - Dial Before You Dig** for plans of Telstra plant locations. Please give at least 2 business days notice.
- Telstra plans and information provided are **valid for 60 days** from the date of issue.
- Telstra owns and retains the copyright in all plans and details provided in conjunction with the applicant's request. The applicant is authorised to use the plans and details only for the purpose indicated in the applicant's request. The applicant must not use the plans or details for any other purpose. The plans and details should be disposed of by shredding or any other secure disposal method after use.
- Telstra plans or other details are provided only for the use of the applicant, its servants, or agents. **The applicant may not give the plans or details to other parties, and may not generate profit from commercialising the plans or details.**
- Please contact the **Network Integrity Help Desk** (see below for details) immediately should you locate Telstra assets not indicated on these plans.
- Telstra, its servants or agents shall not be liable for any loss or damage caused or occasioned by the use of plans and or details so supplied to the applicant, its servants and agents, and the applicant agrees to indemnify Telstra against any claim or demand for any such loss or damage.
- Please ensure Telstra plans and information provided remains on-site at all times throughout your construction phase.

ESSENTIAL PRECAUTIONS and APPROACH DISTANCES:

NOTE: If the following clearances cannot be maintained, please contact the Network Integrity Help Desk (see below for details)

for advice on how best to resolve this situation.

1. On receipt of plans and sketches and before commencing excavation work or similar activities near Telstra's plant, **carefully locate this plant first** to avoid damage. Undertake prior manual exposure such as potholing when intending to excavate or work **closer** to Telstra plant than the following approach distances.

- Where Telstra's plant is in an area where road and footpaths are well defined by kerbs or other features a minimum clear distance of 600mm must be maintained from where it could be reasonably presumed that plant would reside.
- In non established or unformed reserves and terrain, this approach distance must be at least 1.5 metres.
- In country/rural areas which may have wider variations in reasonably presumed plant presence, the following minimum approach distances apply:
 - a) Parallel to major plant: 10 metres (for IEN, optic fibre and copper cable over 300 pairs)
 - b) Parallel to other plant: 5 metres
- Note: Even manual pot-holing needs to be undertaken with extreme care, commonsense and employing techniques least likely to damage cables. For example, orientate shovel blades and trowels parallel to the cable rather than digging across the cable.
- If construction work is parallel to Telstra plant, then careful hand digging (pot-holing) at least every 5m is required to establish the location of all plant, hence confirming nominal locations before work can commence.

2. Maintain the following minimum clearance between construction activity and **actual location** of Telstra Plant.

Jackhammers/Pneumatic Breakers	<i>Not within 1.0m of actual location.</i>
Vibrating Plate or Wacker Packer Compactor	<i>Not within 0.5m of Telstra ducts. 300mm compact clearance cover before compactor can be used across Telstra ducts.</i>
Boring Equipment (in-line, horizontal and vertical)	<i>Not within 2.0m of actual location. Constructor to hand dig (pot-hole) and expose plant.</i>
Heavy Vehicle Traffic (over 3 tonnes)	<i>Not to be driven across Telstra ducts (or plant) with less than 600mm cover. Constructor to check depth via hand digging.</i>
Mechanical Excavators, Boring and Tree Removal	<i>Not within 1.0m of actual location. Constructor to hand dig (pot-hole) and expose plant.</i>

- All Telstra pits and manholes should be a minimum of 1.2m in from the back of kerb after the completion of your work.
- All Telstra conduit should have the following minimum depth of cover after the completion of your work:-
- **Footway 450mm**
- **Roadway 450mm at drain invert and 600mm at road centre crown**
- For clearance distances relating to Telstra pillars, cabinets and RIMs/RCMs please contact the Network Integrity Help Desk (see below for details).

FURTHER ASSISTANCE:

Over-the-phone assistance can be obtained by calling the **Network Integrity Help Desk**.

Where on-site location is provided, the owner is responsible for all hand digging (pot-holing) to visually locate and expose Telstra plant.

If plant location plans or visual location of Telstra plant by digging reveals that the location of Telstra plant is situated wholly or partly where the owner plans to work, then **Telstra's Network Integrity Group** must be contacted through the **Network Integrity Help Desk** to discuss possible engineering solutions.

NOTE:

If Telstra relocation or protection works are part of the agreed solution, then payment to Telstra for the cost of this work shall be the responsibility of the principal developer or constructor. The principal developer or constructor will be required to provide Telstra with the details of their proposed work showing how Telstra's plant is to be accommodated and these details must be approved by the Regional Network Integrity Manager prior to the commencement of site works.

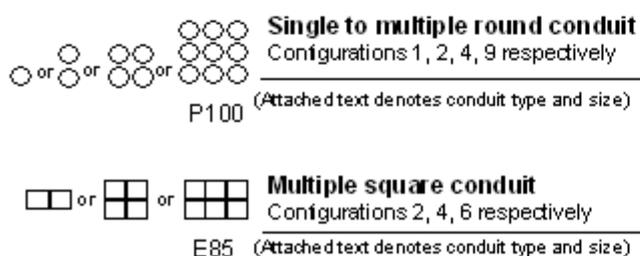
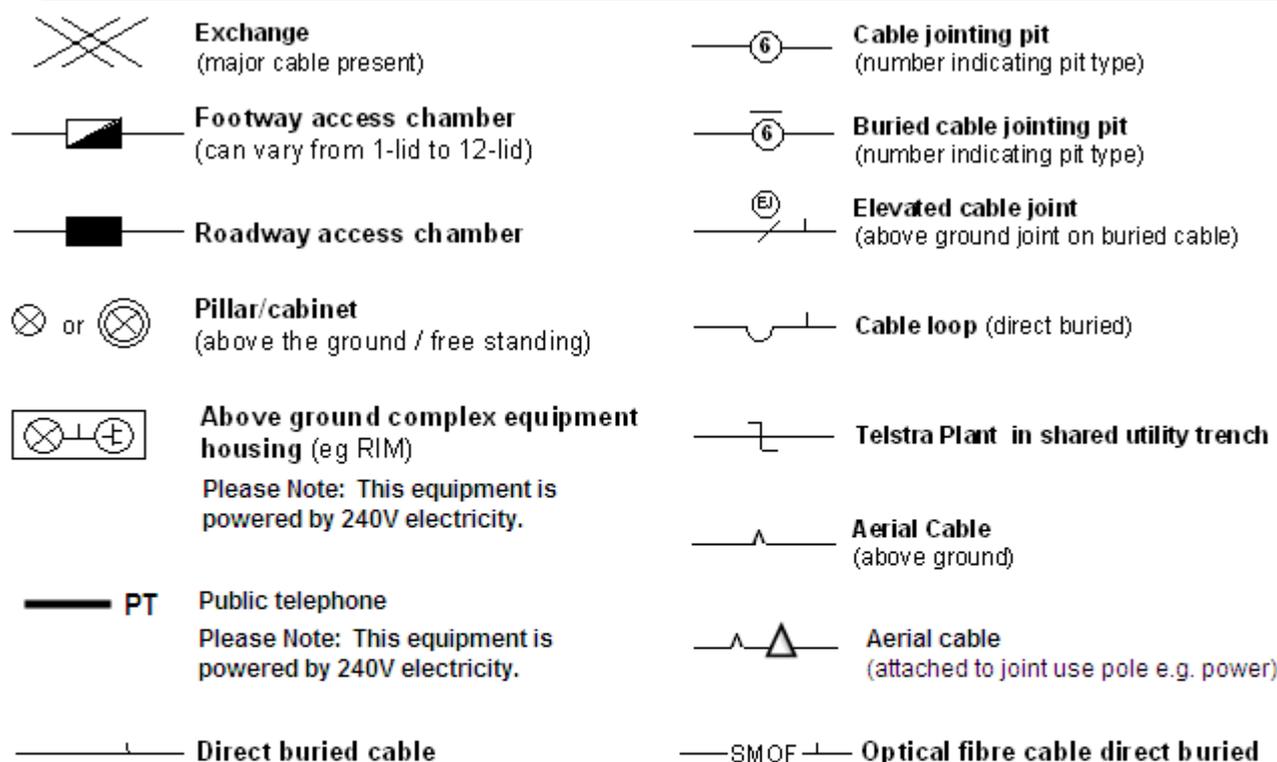
RURAL LANDOWNERS - IMPORTANT INFORMATION

Where Telstra owned cable crosses agricultural land, Telstra will provide a one off free on-site electronic cable location. Please note that the exact location of cables can only be verified by visual proving by pot holing, which is not covered by this service. The Network Integrity Helpdesk Officer will provide assistance in determining whether a free on-site location is required. Please ring the Network Integrity Helpdesk Officer as listed above.

PRIVACY NOTE

A GUIDE TO READING PLANS

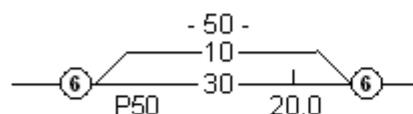
Telstra Corporation Limited
ABN 33 05 1175 556



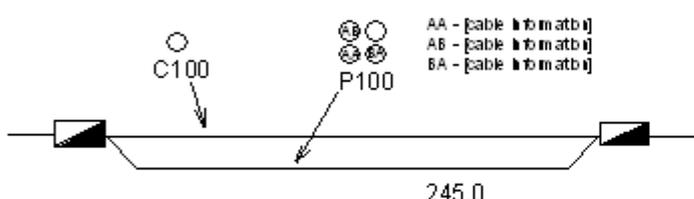
Some examples of conduit type and size:
A - Asbestos cement, P - PVC / plastic, C - Concrete, GI - Galvanised iron, E - Earthenware.
Conduit sizes *nominally* range from 20mm to 100mm.

P50	50mm PVC conduit
P100	100mm PVC conduit
A100	100mm asbestos cement conduit
E 85	85mm square earthenware conduit

Some examples of how to read Telstra plans:



One 50mm PVC conduit (P50) containing a 50-pair and a 10-pair cable between two 6-pits, 20.0m apart, with a direct buried 30-pair cable along the same route.



Two separate conduit runs between two footway access chambers (manholes) 245m apart. A nest of four 100mm PVC conduits (P100) containing assorted cables in three ducts (one being empty) and one empty 100mm concrete duct (C100) along the same route.

WARNING: Telstra's plans show only the presence of cables and plant. They only show their position relative to road boundaries, property fences etc. at the time of installation and Telstra does not warrant or hold out that such plans are accurate thereafter due to changes that may occur over time.

DO NOT ASSUME DEPTH OR ALIGNMENT of cables or plant as these vary significantly.

The customer has a DUTY OF CARE when excavating near Telstra cables and plant. Before using machine excavators TELSTRA PLANT MUST FIRST BE PHYSICALLY EXPOSED BY SOFT DIG (potholing) to identify its location.

Telstra will seek compensation for damages caused to its property and losses caused to Telstra and its customers.

ACCREDITED PLANT LOCATERS (For your area)

On-site assistance should be sought from an **Accredited Plant Locator** if the telecommunications plant cannot be located within

2.5 metres of the locations indicated on the drawings provided.

On-site advice should be obtained from a suitably qualified contractor highly skilled in locating Telstra plant if there is any doubt whatsoever about the actual location of the telecommunications plant, the best method for locating the telecommunications plant or the correct interpretation of the drawings provided. In the case where Telstra plant is outside a recognised road reserve Telstra recommends that the **Network Integrity Help Desk** is contacted for assistance prior to engaging an Accredited Plant Locator.

For the assistance of customers Telstra has established strict criteria to assess the skill of contractors that may be engaged by owners requiring Telstra plan locating services to perform any of the following activities if requested to do so by the owner:

- review Telstra's plans to assess the approximate location of Telstra plant;
- advise owners of the approximate location of Telstra plant according to the plans;
- advise owners of the best method for locating Telstra plant;
- advise owners of the hazards of unqualified persons attempting to find the exact location of Telstra plant and working in the vicinity of Telstra plant without first locating its exact position.
- perform trial hole explorations by hand digging (pot-holing) to expose Telstra plant with a high degree of skill, competence and efficiency and utilising all necessary safety equipment.

Telstra has provided a number of contractors with certification as an Accredited Plant Locator.

A list of Accredited Plant Locaters operating in your area is attached. Accredited Plant Locaters are certified by Telstra to perform the tasks listed above. Owners may engage Accredited Plant Locaters to perform these services, however Telstra does not give any warranty in relation to these services that Accredited Plant Locaters are competent or experienced to perform any other services.

The attached list provides the names and contact details for Accredited Plant Locaters who service your area and can provide you with assistance in locating Telstra plant on site. These organisations have been able to satisfy Telstra that they have a sound knowledge of telecommunications plant and its sensitivity to disturbance; appropriate equipment for locating telecommunications plant and competent personnel who are able to interpret telecommunications plans and sketches and understand safety issues relevant to working around telecommunications plant. They are also able to advise you on the actions which should be taken if the work you propose will/could result in a relocation of the telecommunications plant and/or its means of support.

We recommend that you engage the assistance of one of these Accredited Plant Locaters as a step towards discharging your Duty of Care obligations when seeking the location of Telstra's telecommunications plant.

Please Note:

1. The details of any contract, agreement or retainer for site assistance to locate telecommunications plant shall be for you to decide and agree with the organisation engaged. Telstra is not a party to any contract entered into between an owner and an Accredited Plant Locator. The Accredited Plant Locaters are able to provide guidance concerning the extent of site investigations required.
2. Payment for the site assistance will be your responsibility and payment details should be agreed before the engagement is confirmed.
3. Telstra does not accept any liability or responsibility for the performance of or advice given by an Accredited Plant Locator. Accreditation is an initiative taken by Telstra towards the establishment and maintenance of competency standards. However, performance and the advice given will always depend on the nature of the individual engagement.
4. Each Accredited Plant Locator has been issued with a certificate which confirms the Accreditation. Each year Telstra will reassess the accreditation and where appropriate will issue a letter confirming the accreditation for the next calendar year. You have the right to request the organisation you engage to show evidence of this certificate and its currency.
5. The Accredited Plant Locator is required to service each engagement with the personal attendance of at least one accredited employee who has satisfactorily completed a Telstra approved employee accreditation training course. These people will carry a certification card issued by Telstra.
6. Neither the Accredited Plant Locator nor any of its employees are an employee or agent for Telstra and Telstra is not liable for any damage or loss caused by the Accredited Plant Locator or its employees.
7. The attached list contains the current names and contact details of Accredited Plant Locaters who service your area, however, these details are subject to change.