

nhulunbuy corporation

WT04 EXCAVATION POLICY

Title	Excavation Policy
Policy number	WT04
Type	Works & Technical
Owner	Works Supervisor
Responsible Officer	Manager, Strategic Infrastructure
Approval date	March 2018
Review date	March 2020

1. Purpose

This policy outlines the steps required to undertake excavation works throughout Nhulunbuy (Special Purpose Lease 214), the Industrial Estate (Special Purpose Lease 250) and the Gove Airport (Special Mining Lease 11).

2. Scope

This policy is intended to guide Nhulunbuy Corporation employees, its contractors and any other third parties who wish to undertake excavation work on the stipulated leased areas for whatever reason.

The policy extends to all roads and land that fall within jurisdiction/control of the Nhulunbuy Corporation. It does not include any roads/lands that are controlled by other authorities.

3. Definitions

Excavation permit means a permit that is supplied by the Nhulunbuy Corporation.

Nhulunbuy Corporation means the Nhulunbuy Corporation Limited.

4. Policy

A Nhulunbuy Corporation excavation permit is required for any excavation works being undertaken on the identified leased areas.

The excavation permit alleviates any unnecessary damage or disruption to Nhulunbuy Corporation services and ensures the safety of operatives that are undertaking the excavation by providing information and confirming the location of Nhulunbuy Corporation infrastructure (water mains and sewer services) located within the area that require excavation works.

No persons shall undertake any works until the excavation permit is approved by the Nhulunbuy Corporation Works Supervisor.

Before approval, all excavation permits require a site visit from an authorised Nhulunbuy Corporation Infrastructure employee who will ensure that correct and relevant information has been provided on the permit application.

All approved excavation permits are to have the relevant mapping attached and be kept on file by the Nhulunbuy Corporation.

If the Nhulunbuy Corporation does not have the required level of information about the location

of services at an excavation site, the person requiring the permit will be advised by the Nhulunbuy Corporation's Works Supervisor to engage the services of a third-party surveyor. Any costs associated with this engagement will be at the applicant's cost.

Electricity and telecommunications networks fall with external providers to identify, and a separate form will need to be completed.


5. Procedure

To obtain an excavation permit:

- Obtain a copy of the Nhulunbuy Corporation's excavation permit application either via the Corporation's website (www.ncl.net.au) or by contacting the Nhulunbuy Corporation.
- Complete the excavation permit application with the details and location of the proposed excavation works.
- Submit the completed form to the Nhulunbuy Corporation and pay the fee as outlined in the Nhulunbuy Corporation's Schedule of Fees and Charges
- The Nhulunbuy Corporation Infrastructure team will review the relevant mapping and arrange a site visit to ensure that the information held is correct.
- The Permit will then be approved by the Nhulunbuy Corporation Works Supervisor and record of the approval will be kept on file.

6. Review process

This policy will be reviewed two years from the date of adoption.

Date 27/3/18	Director (Name) Sophie Szytkowski	Signature 
Chief Executive Officer (Name) Adam Seller		Signature 