

nhulunbuy corporation



EXCAVATION POLICY **POLICY – WT04**

Title	Excavation Policy
Policy number	WT04
Type	Building
Owner	Development Compliance Officer
Responsible Officer	Chief Executive Officer
Approval date	September 2022
Review date	September 2024

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 third parties who undertake excavation work on the stipulated leased areas.

The policy extends to all roads and land that fall within jurisdiction and/or control of the Nhulunbuy Corporation. It does not include any roads or land 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, ABN 57 009 596 598.

4. Policy

A Nhulunbuy Corporation excavation permit is required for any excavation works being undertaken on the specified Special Lease areas.

The excavation permit is intended to facilitate excavation projects by ensuring all information relevant to the project is identified, including the the location of Nhulunbuy Corporation infrastructure (water mains and sewer services) within the area of the excavation works, as well as addressing any occupational health and safety issues relevant to the work site.

Before an excavation permit is approved, an authorised Nhulunbuy Corporation officer may undertake a site visit to ensure the permit application has included all relevant information.

The Nhulunbuy Corporation is not responsible for electricity and telecommunications network infrastructure. A separate application must be made to the relevant service provided to ascertain the location of these underground services.

If the Nhulunbuy Corporation does not have the required level of information about the location of any infrastructure and utilities at an excavation site, the person seeking the excavatiion permit will be required to resolve the issue by engaging the services of a third-party surveyor. Any costs associated with this engagement will be at the applicant's cost.

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

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

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

On completion of the excavation works, the excavated area is to be returned to the same state it was prior to the excavation. The Nhulunbuy Corporation will impose a levy by way of a cash bond to cover the costs of returning an area to its former state if that work has not been undertaken by the excavation permit holder to the satisfaction of the Nhulunbuy Corporation. The amount of the cash bond is as specified in the Nhulunbuy Corporation schedule of fees and charges.

In relation to electricity a separate application must be made to RTA using form (FRM-ENG-049) and confirmation of permission received from RTA prior to the issue of the excavation permit (as set out in annexure A).

In relation to telecommunications and NBN networks, a separate application must be made either or both network operators prior to the issue of the excavation permit.

5. Procedure

To obtain an excavation permit:

- Obtain a copy of the Nhulunbuy Corporation's excavation permit application either from 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, including relevant mapping.
- 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 representative will review the relevant mapping and may arrange a site visit to ensure that the information held is correct.
- On being approved, the record of the excavation permit will be kept on the Nhulunbuy Corporation's records.

6. Review process

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

Date 01 November 2022	Director (Name) Andres Hoffman	Signature 
Chief Executive Officer (Name) Max Duncan		Signature 

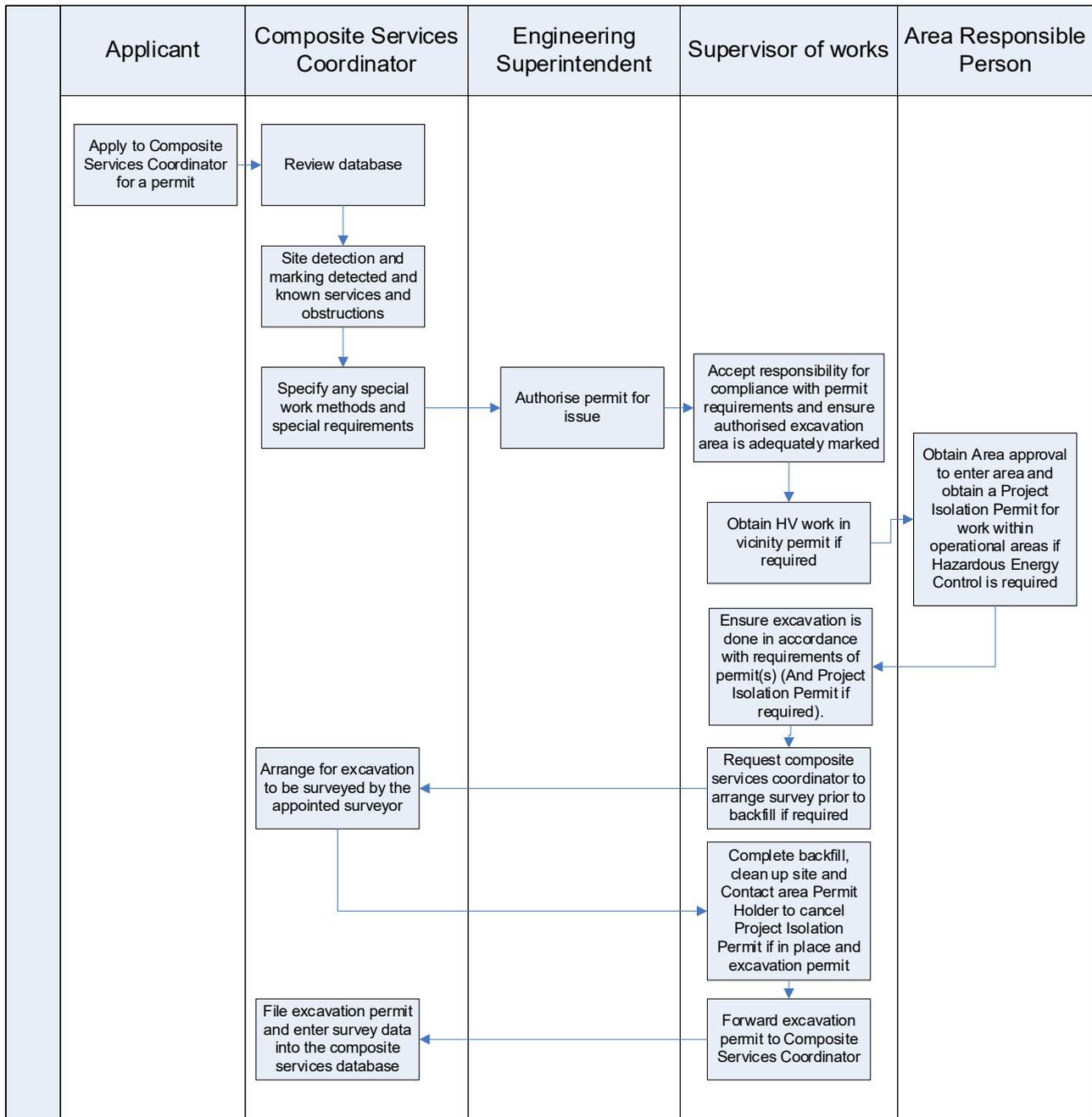
Permit Number:		Date Required:	
An excavation permit is required for all work involving excavation of ground within Gove Operations boundaries (48 hours min notice required). This permit MUST commence within 15 days from the date of "Authorise to Issue" to be valid or a new permit shall be obtained.			
Request for permit			
Applicant Name:		Signature:	
Company:		Date:	
Phone:		Location:	
Drawing / sketch no:		Service Order No:	
Work to be carried out (ensure the excavation site is marked to show the location of known services / obstructions):			
Work methods and special controls to be adopted:			
Does this excavation involve high voltage cable above/below ground? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, a Vicinity Permit is required.			
Do the works involve vegetation removal/clearing? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , a Vegetation Clearing Permit is required.			
Do the works potentially impact culture/heritage? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , Cultural/Heritage approval is required.			
Is work within 50m of RDA pond? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , geotechnical review required in accordance with OIM-RDA-001			
Is this an NCL associated permit (town, industrial, or airport) <input type="checkbox"/> Yes <input type="checkbox"/> No			
Data search / site detections			
Composite services coordinator (CSC)	Drawing & database check	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Site detection carried out	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Sketch of excavation site provided	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Checklist completed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Engineering superintendent	Site survey required	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Vegetation permit received	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Cultural/Heritage approval received	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Geotech review received	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Authorised for Issue	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		Signature	Date
Approval before work can commence			
Supervisor of work	Site information checked	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Work methods determined	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Confirmed Hazardous Energy Requirements with Area	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Area approval obtained to enter and conduct work	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Contractor / excavator	Acceptance of job	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		Signature	Date
Note: excavation permit (EP) shall be displayed at the excavation site.			
<ul style="list-style-type: none"> An observer is required when using mechanical equipment during an excavation. Unless noted otherwise above or directed by HV personnel, mechanical excavating shall cease 200mm above or adjacent to indicated service position and its true position identified using hand tools. Due care to be taken during excavation - unknown or unidentified services may be present. Should any unrecorded services (cable/pipe), obstructions or contaminated site be observed / damaged during excavation - excavation work is to cease immediately and the supervisor of works notified. Should any item of potential archaeological or cultural significance (Aboriginal artefact) be observed during excavation - excavation work is to cease immediately and the supervisor of works notified. Only once the service/obstruction has been inspected, identified, and made safe can the excavation recommence. 			
Completion of works			
Supervisor of work	Notify surveyor to conduct survey	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Backfill and site cleanup	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	EP forwarded to CSC	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Area contacted to confirm work is completed.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Document Owner:	<i>Senior Engineer – Mechanical</i>	Authorised By:	<i>Engineering Superintendent</i>
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<p>Note: No excavation is to be backfilled until a survey of services installed or exposed during excavation is completed.</p> <ul style="list-style-type: none"> Failure to comply with the above procedure will result in the re-opening of the excavation to confirm the location of the buried services at the contractor/excavator's cost. 			
Composite services coordinator	Survey data received from surveyor and entered into the composite services database. <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Provide copy of completed permit to NCL if for town, industrial or airport. <input type="checkbox"/> Yes <input type="checkbox"/> No		
		Signature	Date



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