

Council

**POLICY REVIEW – PRIVATE WORKS**

Policy with Changes

Meeting Date: 22 August 2023

Number of Pages: 3

## PRIVATE WORKS

DIVISION	BUSINESS UNIT	RESPONSIBILITY AREA
Works and Services	Infrastructure	Private Works

### OBJECTIVE

To provide guidelines for the undertaking of private works by the Council.

### POLICY

#### 1. Scope

This policy applies to private works performed ~~the undertaking of works~~ by the Council ~~for resulting from requests received from~~ individuals, organisations or businesses. This includes Shire staffemployees and Councillors.

Private works of a value in excess of \$10,000.00 may not be undertaken without prior Council approval, unless the works are being undertaken for a Federal or State Government Department or another local government.

#### 2. Application of Policy

2.1. Private works will be discouraged and only be undertaken when there is no detriment to the Council's own works program.

2.2. The Council will avoid, where possible, carrying out private works where involvement in such works would place the Council in competition with local private suppliers.

2.3. ~~All requests for private works are to be submitted on a completed application form. In the case of Shire employees, the request must be forwarded to their supervisor. In the case of the Chief Executive Officer and Councillors, the request must be referred to the Shire President. All Shire staff and Councillors are strongly discouraged from applying for private works.~~

2.4. An estimate of costs will be provided for the proposed works, in accordance with the Council's annual schedule of fees and charges.

2.5. Plant and equipment must only be hired on a 'wet hire' basis, meaning that an approved Shire employee must operate the plant or equipment.

2.6. Payment of 100% of the estimated cost is required before works can commence, ~~along with~~ An agreement that ~~any~~ additional costs are to will be paid within seven (7) days of the completion of the works. Any variations must be authorised by the client in writing before they are performed.

- 2.7. The Executive Manager Works and Services will schedule the works and Aa time frame will~~shall~~ be provided to the client indicating when the works will be completed~~as to when the works can be undertaken~~. ~~No private works shall take precedence over the completion of the Council's annual works program.~~
- 2.8. Shire ~~staff~~employees or Councillors who have requested private works must not be involved in any part of the process other than from the perspective of the client. All private works will be performed, supervised, ~~timesheets checked~~ and accounts issued independently of the employee or Councillor.

**ADOPTED: MAY 2009**

**LAST REVIEWED: 24 AUGUST 2021**