

# PRIVATE WORKS

## Purpose

To provide guidelines for the undertaking of private works by the Shire of Plantagenet (the Shire) Council.

## Scope

This policy applies to private works performed by the Shire Council for individuals, organisations or businesses. This includes Shire staff 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.

## Policy

1. Private works will be discouraged and only be undertaken when there is no detriment to the Council's own works program.
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.
3. All Shire staff and Councillors are strongly discouraged from applying for private works.
4. An estimate of costs will be provided for the proposed works, in accordance with the Council's annual schedule of fees and charges.
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.
6. Payment of 100% of the estimated cost is required before works can commence. Any additional costs are to 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.
7. The Executive Manager Works and Services will schedule the works, and a time frame will be provided to the client indicating when the works will be completed.
8. Shire staff 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, and accounts issued independently of the employee or Councillor.

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Other			
Document Management			
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