

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.

OBJECTIVE

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

POLICY

1. Scope

This policy applies to the undertaking of works by the Council resulting from requests received from individuals, organisations or businesses. This includes Shire employees 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 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 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.

2.4. An estimate of costs will be provided for the proposed works, in accordance with the Council's 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 will be paid within 7 days of the completion of the works. Any variations must be authorised by the client in writing before they are performed.

- 2.7. A timeframe shall be provided to the client 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 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: 13 AUGUST 2019