

POLICY NO.	1.9
POLICY SUBJECT	Private Works Plant and Equipment Accessed by Shire Staff
ADOPTION DATE	28 September 2000
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Policy objectives

- ◆ To ensure Shire employees receive no more rights or no less rights and at the same cost than other members of the community in relation to accessing the Shire service of private works.
- ◆ To ensure there is a mechanism in place to adequately address and manage the issue of accountability where Shire employees are engaging the Shire to perform works.

Policy

All private works jobs will be costed and quoted independently to the client, (where it is acknowledged the client might be a Shire employee or Councillor).

All works will be costed and quoted in accordance with Council's published schedule of rates and charges (inclusive of profit and GST).

No work will be performed until and unless the quoted amount is paid and received by the Shire up front.

All private works jobs will be performed, supervised and timesheets checked and the account issued independently to the client, (where it is acknowledged the client might be a Shire employee or Councillor). Any variations will be authorised by the client in writing before they are performed.

No plant or equipment will be hired on a 'dry hire' basis.

Any staff member wishing to engage the Shire to perform private works (including occasional 'wet hire' of plant or equipment), shall in the first instance forward a written request to their supervisor who will then refer the matter with the relevant employees responsible for preparing the quote (the CEO would refer his request to the Shire President).

After payment of the quoted amount (where it is acknowledged that if made on estimates of time, further payment or reimbursements will be made once all costs have been finalised), the employee will take no further action in any way other than from the perspective of the client and this shall be made known whenever dealings are being undertaken.

Those employees involved in the process coming into contact with the client will treat the employee (who is the client) without fear or favour in the same manner as any other client.

This policy also applies to clients who are closely associated persons (as defined in the Local Government Act 1995) to employees.