

POLICY NO.	I.10
POLICY SUBJECT	Private Works by Council
ADOPTION DATE	25 September 2003
LAST REVIEW DATE	26 November 2020 (C.05/1120)

Policy objectives

- ◆ To outline the procedures for undertaking Private Works requests by residents, organisation, and others.
- ◆ To ensure that any Private Work complies with the Western Australian Policy on Competition Neutrality.

“The objective of the Competitive Neutrality Policy is the elimination of resource allocation distortions arising out of the public ownership of entities engaged in significant business activities: Government business should not enjoy any net competitive advantage simply as a result of their public sector ownership.”

- ◆ To ensure Council does not directly compete with local businesses or contractors.
- ◆ To ensure a mechanism is in place to supply a project estimate and receive payment for any Private Work.

Policy

The CEO (or nominated officer) is to determine whether work constitutes “private works” or “minor works”. Minor works encompasses works such as driveway grading, tree removal, drainage maintenance, etc and is charged on an hourly rate in accordance with Council’s Schedule of Fees & Charges.

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

All works will be costed in accordance with Council’s published schedule of rates and charges (inclusive of 30% private works ‘mark-up’, profit and GST).

A project estimate shall be provided to the client, in writing, outlining the costs, the timeframe, clearly state that this is an “ESTIMATE ONLY”, and shall include provision for recouping additional money should the cost of the project exceed the estimate.

A timeframe must also be provided to the client as to when the works can be undertaken. No Private Works shall take precedent over the completion of Council’s annual works program.

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.

Standard practice is that fees & charges are paid 'up-front' prior to the service or work being undertaken. In the case of minor works, delaying commencement of work until the client has paid the necessary fee can be impractical. Often the necessary machinery is on or adjacent to the site where minor works are proposed. The CEO (or nominated officer) is therefore authorised to proceed with minor works jobs prior to payment being received.