

# F.09 Private Works Policy

---

- 1 OBJECTIVE ..... 1**
- 2 SCOPE ..... 1**
- 3 STATEMENT..... 1**
  - 3.1 Register of Private Works.....1
  - 3.2 Intent.....1
  - 3.3 Undertaking Private Works.....1
  - 3.4 Payment .....1
- 4 DEFINITIONS..... 1**
- 5 RELATED POLICIES | LEGISLATION | OTHER DOCUMENTS..... 1**

Date Adopted by Council	08 July 2016	Council Resolution No.	12-09-2020
Effective Date	08 July 2016	Review Date	July 2021
Policy Owner	Council	Responsible Officer	MFS
Policy Number	F.09	IX Reference	91643
Version Number	V1	16-Jun-15	Developed and adopted
	V2	08-Jul-16	Reviewed and adopted
	V3	13-Apr-18	Reviewed – no changes
	V4	09-Jul-19	Reviewed – no changes
	V5	11-09-2020	Reviewed and adopted

- CEO            Chief Executive Officer
- DCCS         Director Corporate & Community Services
- DES           Director Engineering Services
- MFS           Manager Financial Services

## 1 OBJECTIVE

The objectives of this policy are:

- To ensure Council’s processes for the quotation and undertaking of private works are done in a fair, prudent and transparent manners; and
- To ensure that Council staff are aware of their obligations regarding private works.

## 2 SCOPE

This policy applies to all private works.

This policy does not apply to works undertaken by Council on a contractual basis for a third party such as Department of Transport & Main Roads contracts.

## 3 STATEMENT

### 3.1 REGISTER OF PRIVATE WORKS

Delegates are supplied with pre-numbered Private Works (PW) request books. These books constitute a register of private works.

### 3.2 INTENT

It is not Council’s intent that they will compete with local businesses. Council will only carry out work or supply stores items if there is no local supplier at a reasonable price or in a reasonable timeframe.

Where there is a dispute as to the meaning of “reasonable” the decision of Council’s CEO shall be final.

### 3.3 UNDERTAKING PRIVATE WORKS

Council reserves the right to refuse to undertake private works if it is deemed to be outside of Council’s scope of works, timeframes cannot be met, resource availability or for any other reason deeming the works unachievable by Council.

When undertaking private works Council shall ensure that all relevant approvals have been sought by the person(s) requesting the works and copies of any necessary approvals shall be retained by Council.

All works relating to new, upgraded or redevelopment of Council infrastructure shall be undertaken in accordance with Council’s requirements for the design and construction of the works.

### 3.4 PAYMENT

All minor works to the value of \$5,000 (exclusive of GST) shall be undertaken and invoiced in accordance with relevant procedures.

All works greater than the value of \$5,000 will require a 20% deposit to be paid prior to commencement of work.

Council may refuse to continue with the undertaking of any works should any prescribed monies due not be paid within required timeframes.

## 4 DEFINITIONS

Nil

## 5 RELATED POLICIES | LEGISLATION | OTHER DOCUMENTS

IX #	Details
91644	F.09-A Private Works Procedure