



# F.09 Private Works Policy

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**Responsible Officer:** Chief Executive Officer  
**Policy Owner:** Council  
**Policy No:** F.09 **Version:** 6  
**Council Resolution Number:** QSC 147-07-24  
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**IX:** 251423

## 1 OBJECTIVE

The objectives of this policy are:

- To ensure Quilpie Shire Council's (Council) 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 and the supply of concrete to Council Contractors.

## 3 STATEMENT

### 3.1 REGISTER OF PRIVATE WORKS

Managers & Supervisors 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 or where quality of the product cannot be guaranteed.

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, resources are not available 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.

All private works will be invoiced with full cost recovery including corporate overheads plus an additional 10% and GST as soon as practicable after the works have been completed.

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 the required timeframe.

## 4 HUMAN RIGHTS COMPATIBILITY STATEMENT

This Policy has been assessed as compatible with the Human Rights protected under the Human Rights Act 2019.

## 5 DEFINITIONS

Council            Quilpie Shire Council

## 6 RELATED POLICIES | LEGISLATION | OTHER DOCUMENTS

IX #	Details
251425	F.09-A Private Works Procedure

## 7 VERSION CONTROL

Version	Date	Details
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-Sep-20	Reviewed and adopted
V6	16-Jul-24	Reviewed, new format and adopted

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