

BARCOO SHIRE COUNCIL POLICY *PRIVATE WORKS*

Policy Number: BSC-027	Version: V3
Classification: Administrative	Section: Works and Services- Operational
Date Adopted by Council: 20.03.2019	Resolution Number: 2019.03.021
Responsible Officer: Director of Works	<p>Review: Note: This Policy is reviewed when any of the following occur:</p> <ol style="list-style-type: none"> 1. The related information is amended or replaced. 2. Other circumstances as determined from time to time by the Chief Executive Officer. <p>Notwithstanding the above, this Policy is to be reviewed at intervals of no more than two years.</p>
Legislation: <i>Local Government Act 2009; Local Government Regulation 2012</i>	

OBJECTIVE

The purpose of this policy is to ensure the appropriate and transparent management of private works orders.

POLICY STATEMENT

Barcoo Shire Council will undertake private works for Barcoo Shire residents, utilising Council's plant and equipment if the following conditions are met:

- Council has the capacity to carry out the private works requested
- Council works are prioritised over private works which will be scheduled to minimise disruption to Council operations
- all private works are carried out according to Council's standard operating procedures and in compliance with Council's risk management procedures
- all private works are authorised and costed according to standard Council procedures.

PROCEDURE

1. Council will not dry hire plant, equipment or fleet vehicles that can be wet hired with the exception of equipment associated with batching concrete, or at the discretion of the Chief Executive Officer.

2. For **all** works with a value of up to and including an estimated \$20,000 a *Private Works Application Form* (contained in the **Private Works Application** books) must be completed.

Once approved and signed by both parties, the **Application** will be transferred to the **Customer Request System**. The works may then commence and are allocated, tracked, invoiced, receipted and recorded within the **Customer Request System**.

3. In the case of a **community organisation or club** wishing to apply for private works to be undertaken at a reduced or nil cost, the organisation or club **must** make an application through the **Community Grants Program** and the fully costed amount, including both labour and plant hire rates, be requested as a grant.

If an appropriately qualified and licensed Council staff member is willing to supply voluntary labour for the community organisation's project, this must be carried out outside the usual work hours for that employee.

The labour hire costs are then deducted from the overall charge out amount for the project. A Council staff member cannot provide voluntary labour within his/her usual work hours.

If the grant is approved, a works request must then be made through the **Private Works Application** book and transferred to the **Customer Request System** as above.

4. For private works which are estimated to cost over an estimated \$20,000, the applicant must make a written application to the Chief Executive Officer, following which negotiations will be held and a written contract prepared and executed.

Additional requirements

Carrying out of private works will be guided by the following:

- An application may be refused if an applicant has outstanding fees or charges payable to Council
- private works shall only be performed on land, works, property owned or controlled by the applicant
- all costs will include Council's on-costs where applicable
- jobs requested by a Council employee or Councillor will be costed independently and must include the full costs as if the job were to be undertaken for an external party, that is to say, there will be NO reduction in the labour hire component because the (appropriately 'ticketed') applicant is operating plant or performing the work as part of their substantive position
- jobs requested by a Council employee or Councillor may be inspected on completion to ensure that the works that have been carried out, are consistent with the application.

Various Private Works rates (e.g. Workshop private works, tyre repairs, sand and gravel etc.) are listed in the annual Fees and Charges.

ASSOCIATED DOCUMENTS AND POLICIES

Revenue Policy

Private Works Application (book)

Annual Budget, Fees and Charges

Customer Request System

Community Grants Policy CD-001