

Doomadgee Aboriginal Shire Council Policy



Policy Name:	Private Works Policy
Policy Number:	23
Policy Type:	Administrative
Link to Corporate Plan	
Date Approved:	20/06/2019
Resolution Number:	19-6/19
Approving Officer:	Council / CEO

Section 1 - Introduction

Context

Council is often the only available resource to assist members of the public and residents in the community. Council wants to be able to assist people on a 'fee for service' basis.

Purpose

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

Section 2 – Policy

Policy

Doomadgee Shire Council will undertake private works for Doomadgee 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.

Section 3 – Procedure

1. Council will not 'dry hire' plant, equipment or fleet vehicles unless by prior arrangement with the CEO.
2. For all works with a value of up to and including an estimated \$20,000 an estimate should be provided to the customer and when accepted and paid in full, a Private Works Application Form must be completed
3. The works may then commence and the job allocated to the appropriate works foreman to organize, carryout and complete the work.
4. All work is charged to a private works Job Cost/Works Order number allocated for that purpose.

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5. 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. Such an application must be presented to Council for approval.

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 of the 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 process

6. 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:

1. An application may be refused if an applicant has outstanding fees or charges payable to Council
2. Private works shall only be performed on land, works, property owned or controlled by the applicant
3. All costs will include Council's on-costs where applicable
4. 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
5. 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.
6. Other charges eg gravel, may be listed in the fees and charges schedule.

Section 4 – Reference and Supporting Information

Supporting documentation

Links to supporting documentation	
Procurement policy	
Revenue policy	

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Community Grants Policy	
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Section 5 – Governance

Policy is governed by the following legislation

Name	Link
Local Government Act 2009	

Responsibility

Responsible Department:	Administration
Policy Administrator:	Director of Corporate Services

Review

Review Period:	12 months
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Privacy Provision

Council respects and protects people's privacy and collects, stores, uses and discloses personal information responsibly and transparently when delivering Council services and business.

Change History

Review Date	Revision Number	File Reference:	Approval Date	Change:	Date of Next Review