

COUNCIL POLICY

Title: Private Works

Responsible Officer: Deputy Chief Executive Officer

Shire of
Kellerberrin

Version: Current

1. PURPOSE

The purpose of this policy is to ensure authority and consistency in private works being undertaken and to ensure that the works program is not affected.

2. SCOPE

This policy is applied to the Shire of Kellerberrin Community.

3. DEFINITIONS

4. STRATEGIC CONTEXT

This policy links to core drivers:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

5. POLICY STATEMENT

The Shire of Kellerberrin may undertake private works upon request from private individuals, businesses, contractors, local clubs and community organisations where it is considered to be in the best interest of the district and the availability of the required resources without jeopardising prior commitments with the works program.

Private works is defined as “use of labour and plant associated with construction and maintenance of roads, drains, dams, general earth moving jobs, transportation, etc restricted to the Shire’s outside staff and plant.”

Pursuant to Section 5.42 of the Local Government Act, 1995 The Delegation Manual be amended to include a new delegation “Private Works” that

“The Chief Executive Officer is delegated authority to undertake private works in accordance with the Council’s adopted policy.

The Chief Executive Officer is delegated authority to use his/her discretion:-

- a. To provide quotations for private works contracts provided the Shire of Kellerberrin margin in respect to plant hire is achieved and all other components of the quotation are better than a break-even result.
- b. The cost of private works will be determined as per Council's Fees and Charges Schedules

Before private works commences, Private Works Book's forms describing as costing the works must be completed and be signed by the Chief Executive Officer or his representative and the customer.

Payment for private works valued at less than \$500 must be paid for by the customer before works commence unless otherwise authorised by the CEO

The Chief Executive Officer is authorised to negotiate with the customer the terms of payment for works more than \$500.

6. RELATED LEGISLATION/ DOCUMENTATION

7. REVIEW DETAILS

Council Adoption	Date	February 2020	Resolution #	MIN009/20
Previous Adoption	Date	October 2016	Resolution #	MIN168/16