

# Private Works Policy

## 1 Document Information

<b>Version Date</b> <i>(Draft or Council Meeting date)</i>	[22 May 2018]
<b>Author</b>	Finance Manager
<b>Owner</b> <i>(Relevant director)</i>	Director of Finance & Corporate Services
<b>Status –</b> <i>Draft, Approved, Adopted by Council, Superseded or Withdrawn</i>	Adopted by Council
<b>Next Review Date</b>	Within 12 months of Council being elected
<b>Minute number</b> <i>(once adopted by Council)</i>	18/05/20

## 2 Summary

To identify when and how much deposit is required in order for Council to commence a Private Works job.

## 3 Approvals

Title	Date Approved	Signature
Director of Finance & Corporate Services		

## 4 History

Minute No.	Summary of Changes	New Version Date
September 2009	3 existing Policies combined and new procedures added based on \$ value of proposed Private Works.	
09/10/14-WO53/09	Readopted with a combination of 3 policies	19 October 2009
13/09/30	Readopted as per s165(4)	17 September 2013
18/05/20	Readopted as per s165(4)	22 May 2018

## 5 Reason

To ensure that Council is not left out of pocket for any Private Works job that is entered into.

## 6 Scope

This policy covers Council and reduces the risk of Council having a major loss on Private Works income.

## 7 Associated Legislation

Local Government Act

## 8 Definitions

N/A

## 9 Responsibilities

### 9.1 General Manager

The General Manager is responsible for the overall control and implementation of the policy.

### 9.2 Directors and Managers

Directors and Managers are responsible for the control of the policy and procedures within their area of responsibility.

### 9.3 All Employees that have delegated authority

Delegated officers must ensure any Capital Works approved are within the limits of their financial delegations.

### 9.4 Others

Any party engaging in private works with Council have the responsibility that the full amount of the works is paid by the required date.

## 10 Related Documents

Document Name	Document Location
Private Works up to \$5,000.00	Intranet – Forms and Templates
Private Works \$5,000.00 to \$15,000.00	Intranet – Forms and Templates
Private Works over \$15,000.00	Intranet – Forms & Templates

## 11 Policy Statement

That in order to maintain Council's workforce and to provide a service, Council proposes to wherever possible continue to carry out private works within the scope of the Local Government Act. [21/12/81]

That Council adopt a more vigorous attitude to private works to reduce the risk of non payment. [04/11/87]

That private works jobs in excess of \$15,000.00 to be submitted to Council for Information (previously \$25,000.00) [19/07/93]

That Private Works quoted under \$5,000.00 be paid within 7 days of receiving the account from Council.

Version Date: [22 May 2018]

That Private Works quoted for the amount between \$5,000.00 and \$15,000.00 requires a 20% deposit before any works are to be undertaken.

That Private Works quoted over \$15,000.00 requires full payment before any works are to be undertaken. Any Private Works accepted in this category must be reported to Council for noting.

Any Private Works that are quoted must have appropriate approval and be within the employee's Financial Delegation.