

1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	14 Jan 2003	25	14 Jan 2003
2	14 Jan 2003	30	14 Jan 2003
3	11 May 2010	0142	11 May 2010
4	11 Nov 2014	0392	11 Nov 2014
5	12 Jun 2018	18/174	13 Jul 2018

2 Policy Objective

To provide the community with access to Council's skill, plant and equipment on a commercial fee for service basis, without disadvantaging local contractors and subject to it being convenient to Council's works programs.

Where it is not possible for works to be carried out by local contractors, this policy outlines the procedures for undertaking works or services for members of the community.

3 Policy Statement

3.1 Purpose

- Create a framework for performing private works that is transparent, objective and consistent;
- Limit the number of private works and services to permit Council to concentrate on maintenance and capital works projects;
- Ensure that there is a clear understanding of the roles and responsibilities of each party entering into private works activities;
- In circumstances where Council does agree to undertake private work and services, the policy applies to those works and services primarily carried out on account of a private individual, company or organisation upon lands and or public lands;
- The provision of private work to the community, whilst not being Council's core business, is provided as an additional service subject to ensuring the costs incurred are recovered together with overheads and a commercial profit margin is realised;
- This policy specifically excludes work performed by Council on Council owned or controlled assets and State Roads.

3.2 Eligibility

- Council will consider any application for private works when works cannot be carried out by local contractors and subject to the works being convenient to Council's works program.
- Applications for private works can be made in writing addressed to the General Manager Griffith City Council or through Council's Customer Service Department to the relevant Manager and/or Supervisor to request a quotation.
- All quotation/estimates will be based on the verbal and/or written information provided by the applicant. It is the responsibility of the applicant to provide complete details of the work to be quoted/estimated including all plans, specifications, notices, approvals and any other legislative requirement
- If it becomes apparent that insufficient information has been provided by the applicant to enable Council staff to prepare a reliable quote or to prepare an accurate estimate then Council will decline the request for the quote/estimate.

3.3 Procedure

- Priority for use of Council's plant, equipment, labour and other resources is to be given to Council's own works program at all times. At the initial point of contact with council, the requestor should be advised that there a number of local contractors who could perform the proposed work. However where circumstances exist that it is not possible to engage a suitably qualified contractor, the undertaking of private work and services shall be at the discretion of the relevant departmental Director or relevant Manager (with appropriate delegation) being requested for the private work;
- In requesting and authorising Griffith City Council to carry out private works, the applicant shall indemnify Griffith City Council against any claim, action or process for damages or injury which might arise during the progress of such works and shall keep indemnified Griffith City Council against any claim, action or process for damage and /or injury which might arise from the existence of such works unless such damage and/or injury is due to or contributed to by an act or omission of Griffith City Council, its employees or agents;
- A project estimate shall be provided to the applicant, in writing, outlining the costs, the timeframe, clearly state that this is an estimate only and shall include:
 - clarification that the quote/estimate is provided on the basis of information provided by the applicant and no additional investigation, unless detailed in the quotation, have been conducted,
 - provision for recouping additional funds should the cost of the project exceed the provided estimate;
- Firm quotations may be provided to applicants upon request, however provision of such quotations is at the discretion of the relevant departmental Director or

relevant Manager with appropriate delegation;

- All project estimates and quotes will be in accordance with Griffith City Council's adopted Revenue Policy. Where items are not included in the Revenue Policy add 40% overhead to the council cost of the item;
- All project estimates and quotes must:
 - provide for administration cost,
 - include a profit margin,
 - include GST where applicable;
- In situations where an applicant requests private work be performed which is consistent with Council works being performed in the same immediate locality and the work is deemed to 'value add' to Council's asset then the private work may be performed in conjunction with the Council works and the cost to the applicant determined (subject to the approval of the General Manager or appropriate Department Director) on a proportional cost basis. An estimate for such work shall be issued consistent with the intent of the third (3rd) dot point in 3 above;
- Only approved, suitably licenced Council employees shall operate Council plant engaged on private works;
- Generally small items of plant (without an operator) are not available for hire;
- Council is responsible for payment of Council staff and any of its subcontractors engaged on private works. No other payment arrangement are permissible;
- All private works jobs will be costed independently to the applicant. A separate work order must be created for each private work. Contact Operations Assistant for details;
- At the time of authorising the works the applicant shall be advised as to when the works can be undertaken;
- Misuse or unauthorised use of Council resources may constitute a criminal offence;
- Council reserves the right to refuse any application for private works.

3.4 Councillors and /or Council Employee Private Work

- Where the applicant is a Councillor or Council employee the hire of such plant will be on the condition that no third party is involved in the arrangement;

- The General Manager or appropriate Department Director will be directly involved in approving the terms and conditions of any work. This responsibility of the General Manager and Directors is not to be delegated;
- An independent Council Officer, i.e. one not related to the parties involved will be responsible for inspecting the job and developing a quotation. This independent officer will also ensure that the work done and materials used are as approved by the General Manager and relevant departmental Director. No additional work or resource use will be permitted outside that approved as part of the quotation.

3.5 Payment

- Quotation is accepted and applicant presents a copy of the quotation and pays the Cashier at Customer Service Counter, 1 Benerembah Street Griffith and the work is programmed; or
- The applicant signs the quote to accept the conditions and prices and returns signed document to Griffith City Council, 1 Benerembah Street, Griffith and the work is programmed. A copy of the signed quotation is forwarded to the Debtors Officer with all details i.e. name address, location, nature of work etc;
- Following finalisation of the works and payroll/stores/creditors being updated the relevant Manager is to review costing and if correct send a request for a Debtor' Invoice to the Debtors Officer to provide invoice to applicant for \$x amount;
- Should the applicant default on payment of the amount payable, Council shall initiate proceedings for the recovery of the debt payable with any costs associated with the recovery action added to the principal.

4 Definitions

None

5 Exceptions

None

6 Legislation

None

7 Related Documents

None

8 Directorate

Infrastructure & Operations