

POLICY: ENG-ES-010

PRIVATE WORKS

PURPOSE

To outline the Cities principles for undertaking private works requests by residents, organisations and others (client).

To ensure that any private work complies with the Western Australian Policy on Competitive Neutrality. 'The objective of the Competitive Neutrality Policy is the elimination of resource allocation distortions arising out of the public ownership of entities engaged in significant business activities: Government business should not enjoy any net competitive advantage simply as a result of their public sector ownership.'

To ensure the City does not directly compete with local businesses or contractors.

DEFINITIONS

Minor Private Works - Private Works of a minor nature, typically costing under \$2,000.

Standard Private Works – Private Works typically costing greater than \$2,000.

City – City of Kalgoorlie-Boulder

STATEMENT

1. Private works can be undertaken when it is deemed that the works are for the betterment of the City as a whole. IE undertaking works for a non for profit group at a lower than market cost.
2. Private works for commercial organisations will only be undertaken when local businesses or contractors are unable to perform the works.
3. Private works shall not take precedent over the completion of the City's annual works program. Unless the private works is deemed to be of greater betterment to the City as a whole.
4. No plant or equipment will be hired on a 'dry hire' basis.
5. All private works must be approved / accepted by a relevant Manager.
6. All private works receive a 15% on-cost to cover administration charges.
7. Minor Private Works are charged at an hourly rate in accordance with the City's current schedule of plant rates.

8. All Standard Private Works jobs will be costed independently to the client in accordance with the City's current schedule of plant rates..
9. A project estimate shall be provided to the client, in writing, outlining the costs, the timeframe, clearly stating that this is an 'Estimate Only', and shall include provision for recouping additional payment should the cost of the project exceed the estimate, or refund if applicable.
10. A timeframe shall be provided to the client as to when the works can be undertaken. However the City accepts no responsibility for delays in commencement or completion of works for any reason.
11. All private works jobs will be performed, supervised and timesheets checked and the account issued to the client. Any variations will be authorised by the client in writing before they are performed.

RELEVANT DOCUMENT

Private Works Request Form

0589

PRIVATE WORKS REQUEST

NAME: _____
 POSTAL ADDRESS: _____
 PHONE: _____ (Work) _____ (Home)

SITE WHERE WORK IS REQUESTED TO BE DONE:

LOCATION No: _____
 OTHER: _____

DESCRIPTION OF WORK REQUESTED:

REQUESTED COMMENCEMENT DATE:

ESTIMATE: _____ ORDER No: _____ RECEIPT No: _____ DATE: _____

CONDITIONS:

1. The private works application is entertained on the understanding that Council's Works Programme has priority.
2. Council accepts no responsibility for delays in commencement or completion of works for any reason.
3. The Council will charge out the hire of machines and stall at the rate applicable at the time of carrying out the requested works, the final account will be the actual cost irrespective of the estimated cost.

I agree to the above conditions and accept the responsibility for payment of costs.

 DATE SIGNATURE

ACCEPTANCE OF REQUEST FOR PRIVATE WORKS

FOR CITY OF KALGOORLIE-BOULDER

 NAME SIGNATURE DATE

COUNCIL USE ONLY:

JOB No: _____ DETAILS OF ESTIMATE: _____

DISTRIBUTION: ORIGINAL (PINK) TO ACCOUNTS IMMEDIATELY