



PRIVATE WORKS REQUEST POLICY

PURPOSE

The purpose of this policy is to:

- Outline the City's principles for undertaking private works requests by residents, organisations and others (client);
- Ensure that any private work complies with the Western Australian Policy on Competitive Neutrality; and
- Ensure the City does not directly compete with local businesses or contractors.

SCOPE

This policy applies to all City officers responsible for managing private works and all members of the community applying for the same.

DEFINITIONS

CEO means the Chief Executive Officer of the City.

City means the City of Kalgoorlie-Boulder.

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

Private Works means works undertaken by the City for the benefit of a private organisation or person (rather than the public or community).

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

Western Australian Competitive Neutrality Policy means the state government policy with the objective of eliminating resource allocation distortions arising out of the public ownership of entities engaged in significant business activities with the principle that Government business should not enjoy any net competitive advantage simply as a result of their public sector ownership.

POLICY STATEMENT

This policy supports the undertaking of private works in the City which are deemed to be in the best interests of the community as a whole and to support those organizations otherwise not able to complete such works in a timely manner or cost effectively.



POLICY DETAILS

1. Conditions on Private Works being undertaken by the City

- a. Private Works can be undertaken when it is deemed that the works are for the betterment of the City as a whole. (e.g. undertaking works for a not-for-profit group at a lower than market cost.)
- b. Private Works for commercial organisations will only be undertaken when local businesses or contractors are unable to perform the works.
- c. Private Works shall not take precedent over the completion of the City’s annual works program. Unless the private works are deemed to be of greater betterment to the City as a whole.
- d. No plant or equipment will be hired on a ‘dry hire’ basis.
- e. All Private Works must be approved / accepted by a relevant Manager.
- f. All Private Works receive a 15% on-cost to cover administration charges.
- g. Minor Private Works are charged at an hourly rate in accordance with the City’s current schedule of plant rates.
- h. All Standard Private Works jobs will be costed independently to the client in accordance with the City’s current schedule of plant rates.
- i. 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.
- j. A timeframe shall be provided to the client as to when the Private Works can be undertaken. However, the City accepts no responsibility for delays in commencement or completion of works for any reason.
- k. All Private Works jobs will be performed, supervised and time sheets checked and the account issued to the client. Any variations will be authorised by the client in writing before they are performed.

RELEVANT DOCUMENTS

Private Works Request Form

DOCUMENT CONTROL				
Responsible Department	Depot Operations			
Description of Changes	Removal of Policy number and format update.			
Version	Resolution Number	Endorsement Date:	Last Reviewed Date:	Next Review Date:
1	14.3.1	26 June 2023	June 2023	June 2025
2	15.2.4	15 December 2025	October 2025	October 2027