



PRIVATE WORKS REQUEST POLICY

POLICY NUMBER: ENG-ES-010

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



POLICY DETAILS

1. Conditions on Private Works being undertaken by the City

1. Private Works can be undertaken when it is deemed that the works are for the betterment of the City as a whole. (eg 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 Private 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.

COMPLIANCE REQUIREMENTS

RELEVANT DOCUMENTS

Private Works Request Form



DOCUMENT CONTROL		
Responsible department		
Date adopted by Council	26 June 2023	
Date of last review	June 2023	Policy reviewed and amended
Date of next review	June 2025	