

# PRIVATE WORKS

TS280



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## NARRANDERA SHIRE COUNCIL POLICY

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## PRIVATE WORKS

<b>Policy No:</b>	<b>TS280</b>
<b>Policy Title:</b>	<b>Private Works</b>
<b>Section Responsible:</b>	<b>Technical Services</b>
<b>Minute No:</b>	<b>12/26</b>
<b>MagiQ No:</b>	<b>8419</b>
<b>Next Review Date:</b>	<b>November 2013</b>

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### Objective

- To limit the number of requests for private works and services carried out by Council and encourage requestors to use the services of local contractors.
- 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 by:-
  - Creating a framework for performing private works that is transparent, objective and consistent;
  - Ensuring that there is a clear understanding of the roles and responsibilities of each party entering into private works activities;
  - Undertaking private works at market prices and return a profit to Narrandera Shire Council.

### Statement

The purposes of the policy are to:-

- Limit the number of private works and services to permit Council to concentrate on maintenance and capital works projects;
- In circumstances where Council does agree to undertake private works and services, the policy applies to those works and services primarily carried out on account of a private individual, company or organisation upon private lands and or public lands which are outside the controlling responsibility of Council.
- This policy specifically excludes work performed on Council owned or controlled assets and State Roads.

## Provisions

- Priority for the 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 Council has a large works program and they should contact a local contractor to carry out the required works and services. However where circumstances exist that it is not possible to engage a suitably qualified contractor, the undertaking of private works and services shall be at the discretion of the Director of Technical Services or relevant Manager with appropriate delegation;
- No private works job shall be undertaken until the prescribed Private Works Docket is fully and accurately completed by the person requesting such private works (**the applicant**);
- In requesting and authorising Narrandera Shire Council Council to carry out private works, the applicant shall indemnify Narrandera Shire Council against any claim, action or process for damage or injury which might arise during the progress of such works and shall keep indemnified Narrandera Shire 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 Narrandera Shire Council, it's 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 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 Director of Technical Services or relevant Manager with appropriate delegation;
- All project estimates and quotes will include a provision for administrative costs and a profit margin with all project estimates and quotes provided being GST-exclusive;
- **The provision of private works services requires payment in advance.** Any other arrangement must be authorised by the Director of Technical Services with a deposit for the works of 50% of the estimated cost required before undertaking such works;
- Payment is to be made direct to Council office or to Council's collection agency at Barellan.
- 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;

