

Policy No. PP029

Private Works Policy

1 INFORMATION ABOUT THIS POLICY

POLICY INFORMATION

Date Adopted by Board 25 October 2018	Board Resolution No. 18/09, 21/054
Policy Responsibility General Manager	
Review Timeframe: 4 yearly	
Last Review: June 2021	Next Scheduled Review June 2025

DOCUMENT HISTORY

DOCUMENT NO.	DATE AMENDED	SUMMARY OF CHANGES
	24/06/2021	No changes. Reviewed in line with 4 yearly timeframe.
	DD/MM/YYYY	
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FURTHER DOCUMENT INFORMATION AND RELATIONSHIPS

Related Legislation	Local Government Act 1993, Section 608
Related Policies	PP016 Debt Recovery and Financial Hardship Policy 2017 Code of Conduct WHS Policy 2018
Related Procedures, Protocols, Statements and Documents	P010 Private Works Procedure Private Works Application form

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3 PURPOSE

The purpose of this policy is to:

- Create a framework for performing private works that is transparent, objective and consistent;
- Ensure a clear understanding of roles and responsibilities for each party entering into a private works agreement;
- Undertake private works at cost recovery plus return a profit to Goldenfields Water County Council.

4 SCOPE

This policy applies to all private works activities undertaken by Goldenfields Water County Council.

5 DEFINITIONS

Private Works – is the undertaking of works by Goldenfields Water County Council for an external person(s) or organisation at their request, on a cost recovery plus profit basis. Private works is not a core function of Goldenfields Water County Council and is only provided in circumstances where Goldenfields Water County Council has resources available without detriment to programmed operations and projects.

6 POLICY

This Policy sets out Goldenfields Water County Council's position on the undertaking of private works by Goldenfields Water County Council for a person(s) or organisation at their request.

Goldenfields Water County Council will:-

- Provide a private works service to individuals and other organisations, subject to prioritisation of available resources
- Project manage all private works, including documenting of scope and value of works, payment terms, risk assessment, insurance provisions, responsibility for management of the contract, accountability and reporting requirements
- Undertake appropriate risk assessments
- Price all private works as per annually updated and adopted Fees & Charges
- Maintain records in accordance with Council's policy and procedure.