

Policy No. PP029

Private Works Policy

1 INFORMATION ABOUT THIS POLICY

POLICY INFORMATION

Date Adopted by Board 24/04/2025	Board Resolution No. 25/032
Policy Responsibility Operations Manager	
Review Timeframe 4 yearly	
Last Review March 2025	Next Scheduled Review March 2029

DOCUMENT HISTORY

DOCUMENT NO.	DATE AMENDED	SUMMARY OF CHANGES
	25/10/2018	Adopted by Board, resolution no. 18/09
	24/06/2021	No changes. Reviewed in line with 4 yearly timeframes. Adopted by Board, resolution no. 21/054
	03/03/2025	Revision of definitions, update to policy (including what the applicant must do), addition of financial requirements for quotations, deposits/progress payments, invoicing/payment, and negotiation/termination

FURTHER DOCUMENT INFORMATION AND RELATIONSHIPS

Related Legislation	Local Government Act 1993, Section 608 Commonwealth Crimes Act 1914
Related Policies	PP016 Debt Recovery and Financial Hardship Policy PP031 Code of Conduct Policy PP013 Work Health and Safety Policy PP038 Statement of Business Ethics
Related Procedures, Protocols, Statements and Documents	P010 Private Works Procedure Private Works Application form

2 TABLE OF CONTENTS

1	INFORMATION ABOUT THIS POLICY.....	2
2	table of contents.....	3
3	purpose.....	4
4	scope	4
5	definitions.....	4
6	policy	5
7	financial requirements.....	6

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.

4 SCOPE

This policy applies to all private works activities undertaken by Goldenfields Water, on private or public land outside their responsibility upon agreement with the landowner.

5 DEFINITIONS

Term	Definition
Private Works	is the undertaking of works by Goldenfields Water for an external person(s) or organisation at their request, on a cost recovery plus profit basis.
Applicant	is the person or entity named in the private works agreement.
Area of operation	Local Government areas of Bland, Coolamon, Cootamundra-Gundagai, Hilltops, Junee, Narrandera, and Temora, as per the proclamation.

6 POLICY

Private works are not a core function of Goldenfields Water and are , generally not undertaken except under special circumstances as approved by the relevant manager or General Manager. It shall be recognised that a key factor in Goldenfields Water not promoting itself for conducting private works is to avoid competing against individuals and/or businesses operating and/or engaged in the provision of such services within the communities of our area of operation.

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

Goldenfields Water employees, board members, contractors, consultants, or volunteers must not gain any advantage if any private works are undertaken. All provisions contained in this policy, PP031 code of conduct policy or PP038 Statement of Business Ethics will apply.

6.1 Goldenfields Water will:

- Only consider private works requested within its area of operation.
- Provide a private works service to individuals and other organisations, subject to prioritisation of available resources being given to Goldenfields Water's own work program at all times, before entering any private works arrangement.
- Reserve the right to refuse a request for private works, specifically if it is deemed outside of Goldenfields Water's capabilities, timelines cannot be met, resourcing availability or any other reason deeming the works unachievable by Goldenfields Water.
- Refuse an application if the applicant has outstanding debts (fees or charges) payable to Goldenfields Water.
- Project manage all private works, including,
 - Documenting of scope and value of works.
 - Specifying payment terms in accordance with clause (7) of this policy.
 - Undertake appropriate risk assessments.
 - Insurance provisions
 - management of the contract, accountability and reporting requirements.
- Maintain records in accordance with Goldenfields Water's policies and procedures.

6.2 The applicant will:

- Complete and submit a private works application form requesting the private works.
- Submit with their private works application any relevant approvals or information (E.g. building, native vegetation environmental assessment, plans of underground or other services, etc.)
- Agree to the quotation provided in writing to formally accept the quotation prior to any works proceeding.
- Shall indemnify Goldenfields Water against any claim, action or process for damage or injury which might arise during progress of such works. Maintaining such indemnity for Goldenfields Water 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 Goldenfields Water, it's employee or agents.

- Ensure that no plant or equipment used for private works is operated, other than by approved Goldenfields Water employees.

7 FINANCIAL REQUIREMENTS

7.1 Quotation

- Goldenfields Water will price all private works by quotation and/or as per annually updated and adopted fees and charges, inclusive of overheads, return on investment and other allowances as applicable to ensure competitive neutrality.
- Outlined costs are an 'estimate only' and shall include provision for recouping additional funds should the cost of the project exceed the estimate. Firm quotations may be provided to applicants upon request, with provision of such quotations at the discretion of the relevant manager or General Manager.
- Quotations may include a contingency sum.

7.2 Deposit, Progress Payment, or Other Security

- The applicant may be required to provide a deposit, progress payment or other form of security prior to the commencement or during the undertaking of the private works.

7.3 Invoicing and Payment

- For each private works, a separate work order account will be created in Goldenfields Water's finance system to capture all costs relating to that approved private works project.
- Upon completion of the private works, an invoice will be issued which will include all costs captured in the separate work order plus oncosts, and any other costs permitted by the private works agreement.
- Payment terms for all private works shall be payment in full by the due date indicated on the tax invoice.
- Recovery of any overdue amounts owing will be in accordance with PP016 Debt Recovery and Financial Hardship Policy.
- Goldenfields Water is responsible for payment of our employees and any sub-contractors engaged by Goldenfields Water for private works. No other payment types or arrangements are permissible.

7.4 Renegotiation or Termination

- Where unforeseen circumstances require a change to the scope of works or will incur additional costs, the works agreement may be renegotiated or terminated. Any work undertaken by Goldenfields Water prior to termination will remain payable, as per initial agreement and be invoiced for payment.