



ENG-ES-010

PRIVATE WORKS POLICY

Purpose

To outline the procedures for undertaking private works requests by residents, organisations and others (client).

To ensure that any private work complies with the Western Australian Policy on Competitive Neutrality. 'The objective of the Competitive Neutrality Policy is the elimination of resource allocation distortions arising out of the public ownership of entities engaged in significant business activities: Government business should not enjoy any net competitive advantage simply as a result of their public sector ownership.'

To ensure the City does not directly compete with local businesses or contractors.

To ensure a mechanism is in place to supply a project estimate and receive payment for any private work.

Definitions

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

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

City – City of Kalgoorlie-Boulder

Statement

1. Private works will only be undertaken when local businesses or contractors are unable to perform the works.
2. No private works shall take precedent over the completion of the City's annual works program.
3. No plant or equipment will be hired on a 'dry hire' basis.

Responsible Officer:	Manager Engineering Services	Version:	1.00
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4. All private works must be approved / accepted by a relevant Manager.
5. All private works receive a 15% on-cost to cover administration charges.
6. Minor Private Works are charged at an hourly rate in accordance with the City's current schedule of plant rates plus a 10% mark up.
7. All Standard Private Works jobs will be costed independently to the client in accordance with the City's current schedule of plant rates plus a 10% mark up.
8. 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.
9. A timeframe shall be provided to the client as to when the works can be undertaken. However the City accepts no responsibility for delays in commencement or completion of works for any reason.
10. 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.

Procedure for Private Works, Works Charged Out After Completed:

1. All requests for Private Works are to be completed on the "Private Works Request" form (Sample of typical form attached), including estimate if applicable (including admin on-cost).
2. Private works must be approved / accepted by a relevant Manager.
3. Original acceptance form to be forwarded to Accounts (Debtors Officer?) and Copy to appropriate Works Supervisor.
4. When the works are complete the Works Supervisor is to return his/her copy to Accounts, after confirming that all labour, plant, stock issues and materials purchases (including purchase orders for item/works normally covered by standing orders) have been completed.
5. Debtors Officer adds 15% admin on-cost to actual cost and raises and sends out invoice for works done.

Relevant Documents

Private Works Request Form