



Blackall-Tambo

Regional Council

Private Works Policy

Policy Number: Admin 46	Effective Date: 18 November 2020
Version Number: One	Review Date: 17 November 2024
Policy Compiled by: Chief Executive Officer	
Policy Approved by: Chief Executive Officer	

SCOPE

This policy applies to all Community members who wish to hire Council plant and equipment.

DEFINITIONS

Private works includes any work, undertaken by agreement for which a fixed price quotation or schedule of rates has been provided by Council.

POLICY STATEMENT

It is recognized that private works is not a “core business” of Council. It should be recognised that a key factor in Council not promoting itself for conduction of private works is to avoid competing against individuals and/or businesses operating and/or engaged in the provision of such services within the community.

Generally, Council will only undertake private works which fall within its usual areas of operations.

Works will only be undertaken if:

- a) The owner and/or caretaker are present for the duration of the works; and
- b) No local contractor is available to carry out the work; or
- c) No local contractor is capable of carrying out the work.

It is recognised that, at all times, Council core business takes precedence over any agreed or perceived obligation to carry out private works.

Council’s schedule of fees and charges lists some of the private works offered at a set rate by Council. All other private works are discharged as per this policy.

PROVISIONS

Only approved Council employees shall operate plant engaged on private works.

Small plant is generally not available for hire. Small plant is inclusive of electrical equipment, pumps, mowers and generators. Council however may consider hiring small plant in special circumstances.

Appropriately ticketed employees may operate plant and equipment outside work hours for private use (including operating plant for clubs or organisations in the Shire) with no labour hire component being applied.

Policy Number: Admin 46	Version number: One	Adopted by Blackall-Tambo Regional Council	Page 1 of 3
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Council will not “dry hire” any plant or equipment to outside parties for commercial use.

Any damages or injury caused to persons or property by the operation of Council plant, whilst on hire, shall be the responsibility of the hirer. eg. Accidental injuries, vehicle/equipment damage, damage to water lines, electricity, telecommunications or other buildings or property.

It is applicant’s responsibility to discuss with the operator the standard of work to be achieved or to terminate the plant operation at any time if the work does not meet the applicant’s satisfaction. The applicant will be charged for work completed up to the point of termination.

In the case of a community organisation or club wishing to apply for private works to be undertaken at a reduced or nil cost, the organisation or club must make an application through the Request for Council Assistance policies.

PROCEDURE

For all works a private works application form must be completed.

Applicants shall request private works in one of several ways:

A private works application form, completed in full which details:

- The person for whom the work will be carried out
- The address or location of the work
- The nature of the work
- The type and quantity of material or plan expected
- The timeframe requested in which the work is to be completed

Or

A written request for private works (including details similar to those mentioned above) addressed to the CEO. The CEO will forward the letter to the relevant Director who shall complete the application form on the applicants’ behalf.

Or

A verbal request for private works (in the event that the person is unable to make the request in any other way) made to the relevant Director who shall then complete the application form on the applicants’ behalf.

The relevant Director will then

- Check with debtors to ensure the applicant has paid any outstanding fees or charges
- Estimate the cost to complete the works
- Estimate the timeframe for delivery
- Specify the Council Officer who will ‘deliver’ the works.

The relevant Director will notify the applicant of the estimated cost and timeframe for delivery.

Written confirmation is required prior to commencement of the work.

Policy Number:	Version number: One	Adopted by Blackall-Tambo Regional Council	Page 2 of 3
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The Director will facilitate the private works and engage a Council Officer to deliver the work, providing them with a copy of the private works application form.

On completion of works the Council Officer will fill in the 'delivered' section of the private works application form and get a signature from the applicant.

The Council Officer gives the completed application to the relevant Director who will then direct the Debtors Clerk to generate an appropriate invoice.

INDEMNITY

In requesting and authorising the Blackall-Tambo Regional Council to carry out private works (projects or plant hire), the applicant shall indemnify the Blackall-Tambo Regional Council against any claim, action or process for damage or injury which may arise during the process of such works and shall keep indemnified the Blackall-Tambo Regional 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 or contributed to by an act or omission of the Blackall-Tambo Regional Council, its employees or agents.

REVIEW TRIGGERS

This policy is to be reviewed every 4 years or at the direction of the Chief Executive Officer.

VERSION CONTROL

Version One	18 November 2020
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RECORDS

When completed and approved the original, signed hard copy of the policy is filed in the Master File.

Electronic copies are saved in the appropriately labelled folder in Magiq.