

Private Works

COUNCIL POLICY NO. 135

1. POLICY PURPOSE

To provide guidance and direction for providing services or undertaking works and activities including provision of quotations and client engagement.

2. SCOPE

Council's operational activities may include providing services or undertaking works and activities for external parties. Council will ensure that works are undertaken on a commercial or full cost recovery basis.

3. POLICY

Undertaking private works will not take precedence over the completion of Council's annual capital works and operational works programs or cause disruption to Council's core activities. Private works will be undertaken on a full cost recovery basis and include a profit margin. Private works will generally include the provision of labour, materials, plant and equipment.

Council's processes for quoting and undertaking private works will be undertaken in a fair and transparent manner.

For all private works, a Private Works Application form must be completed. Once the application and acceptance of quotation have been approved and signed by both parties, the Application will be transferred to Council's customer request system. The works may then commence.

In the case of a community organisation or club wishing to apply for private works to be undertaken, the community organisation or club may apply for funding through Council's Community Grants Program. Council reserves the right to refuse private works if it is deemed to be outside of Council's scope of works, timelines cannot be met, resource availability or for any other reason deeming the works unachievable by Council.

4. POLICY REVIEW

Council will review this policy as required but always within two years after a general election of the Council.

At the time of review, this policy was compliant with the *Victorian Charter of Human Rights and Responsibilities Act 2006*.



5. FURTHER INFORMATION

Members of the public may inspect Council policies at Gannawarra Shire Council's Kerang and Cohuna Offices or online at www.gsc.vic.gov.au.

Any enquiries in relation to this policy should be directed to the Chief Executive Officer on (03) 5450 9333.

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