

INFRASTRUCTURE Operations

4.2.1

TITLE: PRIVATE AND COMMUNITY WORKS

ADOPTED: OCM 19 November 1996 – Page 59

REVIEWED: OCM 20 July 1999
OCM 21 November 2000 – Page 88
OCM 24 September 2002 – Page 38 – 40
OCM 23 September 2003 – Page 33 – 34
OCM 15 February 2007 – Pages 116 – 119
OCM 19 March 2009 – Pages 26 – 31
OMC 15 March 2012 – Pages 96 – 103
OMC 27 March 2014 – Pages 94 – 99
OMC 17 December 2015 – Pages 110 - 121

**ASSOCIATED
LEGISLATION:**

**ASSOCIATED
DOCUMENTS:**

**REVIEW
RESPONSIBILITY:** Director Infrastructure

DELEGATION: Private Works

Previous Policy Number 3.1.5

Objective:

1. To provide a commercial service to persons or organisations within the Shire.
2. To supplement income for the Shire and to ensure the efficient use of Shire plant and labour resources.
3. To provide some assistance to charitable and non-profit organisations in achieving tasks beyond their resources.

Definitions:

Nil

Policy:

That Council delegates to the Chief Executive Officer the authority to allow the Infrastructure Directorate to undertake private works upon request, within the Shire of Broome.

Guidelines

- i. That the hire of Shire owned plant and labour for private works will be approved subject to the hire being approved by the Shire's supervising staff.
- ii. Shire owned plant will only be made available for external hire or use with a Shire employee as operator, who is competent to operate the item of plant and is not to be operated by anyone other than a Shire employee. The Director Infrastructure is authorized to allow non Shire employees to operate Shire equipment in exceptional circumstances eg to competent contractors during emergency situations.
- iii. Plant to be used in relation to any natural disaster including fire suppression or fire fighting, cyclones and floods, must be arranged through the Shire nominated Emergency Management Officer. Costs are to be recovered from the relevant Government Department, as applicable.
- iv. All plant, machinery and vehicle charges for private works are to be in accordance with The Shire's standard charges, as set annually.
- v. An estimate of the cost of the works will be prepared with an undertaking obtained from the customer to pay the actual cost of the works if it exceeds the estimated amount.
- vi. All costs are to reflect the full cost of materials, sub-contractors, plant hire (including operation and fuel) labour, plus on-costs.
- vii. All works are to be carried out in a safe and efficient manner.
- viii. There is to be as little disruption as possible to the Shires normal works program or functions.
- ix. This policy is not intended to encourage staff to seek additional employment using Shire plant and equipment and discretion is to be used at all times to avoid competing against contractors for private/commercial works. i.e. Private works are to be generally confined to those works where the Shires specialist equipment, expertise and/or staff are not available in the Shire or not available from other sources at the time required by the client.