



GLEN INNES SEVERN COUNCIL

Private Works and Hire of Plant Policy

RESOLUTION NUMBER: 35.02/20 25.06/15 19.05/09	MEETING: 27 February 2020 25 June 2015 21 May 2009
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POLICY OBJECTIVE

The purpose of this policy is to outline Council's requirements for the undertaking of private works within the Glen Innes Severn Council Local Government Area. The Policy is designed to protect public funds and the integrity, security and reputation of the Council and its staff and maintain a high level of services to the community.

APPLICABILITY

This Policy is applicable to all private works undertaken by Glen Innes Severn Council for private individuals or commercial interests, but excludes arrangements with other Councils or public authorities

DEFINITIONS

Private works includes any work, undertaken upon agreement with a landowner, of a nature on private lands and/or public lands which lies outside the responsibility of Council for which a fixed price quotation or schedule of rates has been provided by Council.

POLICY STATEMENT

Council will undertake private works under Section 67 of the *Local Government Act 1993*, for landowners, community groups and commercial developers, where it is in the interest of Council to do so. Private works will only be carried out subject to the availability of Council plant and equipment and without significant disruption to existing work programs.

In all cases written fixed quotations will be issued, with acceptance by signed agreement required for all work.

No private works or plant hire shall be undertaken until:

- a. The person requesting such private works has accepted the quotation in writing;
- b. Payment for the work has been received by Council. Payment is to be in the form of cash, cheque or unconditional bank guarantee.

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Council will not be held responsible for any loss or damage incurred by recall or withdrawal of plant or staff from any works.

Refunds for private works or plant hire will only be provided when Council has not commenced the agreed work within the agreed timeframe. Once work has commenced, partial refunds will only be considered in limited circumstances as quotations are fixed. i.e., customer reducing scope of work will not qualify for a partial refund.

Private works

Private Works are to be quoted to include the following percentages for supervision etc. applied to the individual components, plus GST where applicable:

- Labour as listed in Council's Operational Plan;
- Actual Contractor Cost + 20%;
- Actual Plant Cost + 20% - unless specifically listed in Council's Operational Plan;
- Actual Stores Cost + 20%.

Works will be completed with all care and efficiency, but no responsibility will be taken for the effectiveness or quality of the completed works. A warranty for private works will not be provided unless negotiated and agreed upon prior to generating the quotation.

Wet Hire of Plant

Plant hire is not a major or core function of Council and is usually provided so as to supply a reasonable economical means of a landholder securing access to earthmoving plant. This work is "contestable" and Council does not wish to promote or seek any monopoly over these functions. As such, applicants may wish to seek alternative plant hire options through other earthmoving organisations.

Council does not provide engineering supervisory functions in normal plant hire operations. In these circumstances it is the responsibility of the hirer to organise, supervise and explain all proposed works to the plant operator so that the requested works can be completed in an efficient and expeditious manner.

The applicant is responsible 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. Works will be completed with all care and efficiency, but no responsibility will be taken for the effectiveness or quality of the completed works.

An establishment fee, calculated at the plant hourly rate for travel, shall apply for all plant hire. It is therefore recommended that the person wishing to hire such plant do so when that particular plant item is stationed in the nearby proximity, thus minimising travelling expenses. This establishment fee may be discounted at the Works Manager's discretion, where travel costs can be apportioned amongst multiple jobs.

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A minimum charge of one (1) hour applies for all plant; it is then charged in half hourly increments. A surcharge applies for all activities undertaken outside normal working hours (including operator Rostered Days Off).

Plant is to be operated by Council employees. Under special circumstances plant may be operated by other experienced persons as approved by Council's Director of Infrastructure Services.

The establishment fee will be waived for continuous hire within the Glen Innes Severn Local Government Area in excess of 24 hours.

The plant hire rates listed in Council's Operational Plan may be discounted at the discretion of the Director of Infrastructure Services, where any proposed hire will have benefits to Council and have no detrimental impact on Council's service delivery, notwithstanding that discounted rates shall not be less than Council's internal plant hire rates.

Dry Hire of Plant

The Director of Infrastructure Services may authorise the dry hire of plant to suitably qualified staff only. Such hire will be at the external hire rate as listed in Council's Operational Plan, less the hourly rate as listed in the Operational Plan for a Plant Operator.

VARIATION

This policy shall be reviewed every two (2) years or earlier if required. Council reserves the right to vary or ~~revoke~~ this policy at its discretion.

IMPLEMENTATION/COMMUNICATION

The reviewed Private Works and Hire of Plant Policy and the accompanying Private Works Procedures will be implemented and communicated to staff by way of:

- New employees' during their induction when they commence with Council; and
- Existing employees' staff meetings and toolbox talks.



General Manager

23/3/20
Date

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