

Purpose

This policy provides guidelines for the undertaking of private works by the Shire of Northampton (the Shire).

Background

At various times, the Shire may undertake private works on behalf of other organisations including Local Authorities, local residents or organisations, utility service providers, State Government departments or private businesses. While private works can provide an opportunity to increase the utilisation of plant and equipment, the primary purpose of the Shire's plant and equipment is to deliver its own works.

Objective

If the Shire undertakes private works, its primary objective is the full recovery of all associated costs.

Area of Application

This policy applies to private works performed by the Shire for individuals, organisations or businesses. This includes Shire staff and Councillors.

Private works of a value in excess of \$10,000 may not be undertaken without prior Council approval, unless the works are being undertaken for a Federal or State Government department or another Local Government.

Policy Measures

1. Private works will be discouraged and only be undertaken when there is no detriment to the Shire's own works program.
2. The Shire will attempt to avoid, where possible, carrying out private works where involvement in such works would place the Shire in direct competition with local private suppliers.
3. To maintain transparency and avoid potential conflicts of interest, Shire staff and Councillors are strongly discouraged from applying for private works.
4. Shire staff or Councillors who have requested private works must not be involved in any part of the process other than from the perspective of the client. All private works will be performed, supervised, and accounts issued independently of the employee or Councillor.
5. Plant and equipment must be hired on a 'wet hire' basis only, meaning that an approved Shire employee must operate the plant or equipment.

Private Works

6. The wet hire of plant and equipment applies to all individuals, organisations and businesses, meaning that an approved Shire employee must operate the plant or equipment.
7. No dry hiring of any Shire plant and equipment shall be permitted in any circumstance.
8. The Executive Manager Works and Technical Services will schedule the works, and a time frame will be provided to the client indicating when the works will be completed. Any variations must be authorised by the client in writing before the works are performed.

Plant and Equipment Use (Local Sporting and Community Groups)

The Chief Executive Officer (CEO), in consultation with the Executive Manager Works and Technical Services, is authorised to approve the use of Shire plant and equipment by local sporting and community groups, subject to the following conditions:

9. Use is limited to minor works of less than two (2) hours' duration.
10. Plant and equipment must be hired on a 'wet hire' basis only, meaning that an approved Shire employee must operate the plant or equipment on a voluntary basis.
11. Where voluntary operation by a Shire employee cannot be arranged, the full cost of any wages paid will be recovered from the organisation requesting the works.
12. All fuel consumed in undertaking the works must be replaced or reimbursed by the organisation for which the works are being carried out.
13. The plant and equipment must be used only to facilitate works for a local community or sporting organisation and must not be removed from the Shire of Northampton district.

Administration

Responsibility for implementing this policy is delegated to the Executive Manager Works and Technical Services.

Adoption and Date Due for Revision

ADOPTED 19 February 2026

NEXT DUE FOR REVIEW February 2031

The Administration of this Policy is by Office of Works and Technical Services.