

# Project Works Policy

Policy Number	E9
Responsible Officers	Manager Strategic Asset Planning Manager Asset Delivery
Policy Adopted	April 2023
Minutes reference	2023/04-11
Next review date	April 2027
Applicable Legislation	<i>Local Government Act 1999</i>
Related Policies	Borrow Pits Policy

## 1. POLICY PRINCIPLE

Wakefield Regional Council supports undertaking work on behalf of community groups and other agencies when appropriate arrangements are in place and the community benefits. This policy sets out the process for undertaking works for community groups and other agencies.

## 2. POLICY DETAIL

- 2.1 Council may support community groups seeking assistance with works. Such works may be undertaken providing that:
- (a) the work does not impact Council's ability to deliver its agreed work program;
  - (b) manager pre-approval to undertake the works is obtained; and
  - (c) in some circumstances it may be necessary for council labour, plant and material costs incurred in the community project to be met by the community group. In these circumstances an estimate of the cost will be determined by the Council, and works will commence after an agreement to proceed has been finalised. Council may, subject to consideration, fund up to \$5,000 of the cost incurred.

Minor works relating to the maintenance of Council owned property will be considered and agreed as required and subject to the availability of resources.

- 2.2 Council will deliver work on behalf of other Government agencies as long as:
- (a) the work does not impact Council's ability to deliver its agreed work program;
  - (b) manager pre-approval to undertake the works is obtained; and
  - (c) council labour and plant costs incurred in any such works will be met by the government agency. An estimate of the cost will be determined by Council and works will commence after an agreement to proceed has been finalised, with any materials and contractors expenses incurred being charged at cost plus 5%.
- 2.3 Works for individual residents and businesses will not be undertaken on private land unless in connection with an agreement for Council to occupy, acquire and use resources on or from the land in line with its Borrow Pits policy. Works may be offered to a property owner in these circumstances either:
- (a) as consideration (or part consideration) for the occupation and acquisition of resources by the Council from the owner's land; or
  - (b) where an agreement has been entered into with the land owner under Council's

Borrow Pits policy. In such instances, the Council may agree to carry out works that are approved by the Manager.

### 3. RESPONSIBILITIES

The Manager Strategic Asset Planning and Manager Asset Delivery are accountable for ensuring the proper operation of this Policy and for agreeing to deliver works in line with this Policy.

### 4. REVIEW

This Policy shall be reviewed every 48 months, or more frequently if required by legislation or Council.

#### Document history:

Version	Date	Description of change
1.0	Apr 2013 - Min 233	New Document.
	November 2014	Policy Numbering System Changed and inclusion of this Document History Table.
2.0	July 2015 - Min 26	Inclusion of Paragraph 3 regarding works. 'Private' removed and increase in value of works to \$650.
3.0	September 2017	Simplification, change of review timeframe, addition of principle, new template.
4.0	April 2023	Review and combine Project Works Policy and Project Works – Community Policy, reflect current practices.