

1. Purpose & Scope

1.1 This policy has been developed to:

- establish policy regarding the circumstances in which Infrastructure Services will perform private works;
- detail the manner in which costs and liability for performing private works is to be determined, allocated and charged;
- establish a procedure under which the public may apply for private works and
- provide guidance to staff in the assessment and determination of any application received.

2. Commencement of Policy

2.1 This policy will commence from 18 February 2026.

3. Application of Policy

3.1 This policy is to be implemented by officers involved in the private works process.

4. Definitions

Term	Definition
Private Works	Work that is outside the scope of Council core business. Private works includes the provision of services and the provision of plant and labour. Note: The provision of materials will be coordinated by the Corporate & Community Building Directorate.

5. Policy Provisions

5.1 Preamble

Private works are not the “core business” of Council. Council does not promote itself as conducting private works to avoid competing against individuals and/or businesses operating and/or engaged in the provision of such services within the community.

Generally, Council will only undertake private works which fall within its usual areas of operations.

Works within private property will only be undertaken if no local contractor is:

- a) available to carry out the work; or
- b) capable of carrying out the work.

Council’s core business takes precedence over any agreed or perceived obligation to carry out private works.

Council’s schedule of [Fees and Charges](#) lists some of the private works offered at a set rate by Council. All other private works are discharged per this policy.

Private works must be paid in full prior to the commencement of the works.

5.2 Sundry Private Works

Council will undertake private works in accordance with the undermentioned conditions. Unless specified in the schedule of Fees and Charges, the fee for undertaking the private works shall be per the quoted amount.

5.3 Limitations of Hire

Unless specified in the schedule of Fees and Charges, floating plant, loose tools or equipment which do not require an operator for its operation, shall not be made available for hire.

5.4 Dry Hire

Council owned floating plant, machinery, and vehicles shall not be made available for dry hire.

5.5 Wet Generator Hire

Council may hire generator sets on a wet-hire basis only. All generator sets will be transported, installed, operated, and removed by Council personnel. Generator hire is strictly limited to circumstances where the hirer has also hired a Council-owned facility and an additional power supply is required for that facility.

5.6 Lending Out (Free Hire)

Unless otherwise resolved by Council, no plant or equipment may be loaned to any person or association, except where the works being undertaken are for Council purposes and approved by the Executive Manager Infrastructure Services.

5.7 Indemnity

In requesting and authorising the Charters Towers Regional Council to carry out private works, the applicant shall indemnify the Charters Towers Regional Council against any claim, action or process for damage or injury which might arise during the process of such works and shall keep indemnified the Charters Towers Regional Council against any claim, action or process for damage and/or injury which might arise from the existence of such works unless such damage and/or injury is due to, or contributed to by, an act or omission of the Charters Towers Regional Council, employees or agents.

5.8 Application for Private Works

Applications for private works to be performed by Council must be submitted using the application form ([F0387 – Application for Private Works](#)). Applications will only be accepted where the applicant provides written evidence that local suppliers were contacted to quote for the works and were unable or unwilling to provide the required service.

A fee will be levied for lodging a private works application to cover the cost of quotation and investigation. This fee is published in Council's Fees and Charges and available on Council's website. If there is no need for investigation, this fee may be waived as per [STRAT0064 Sundry Debt Collection Policy](#)

Applications shall be assessed by authorised staff and a recommendation submitted to Executive Manager, Infrastructure Services addressing, among other things:

- a) whether the item of plant, machinery or equipment, including the staff to operate it, can be made available for the purpose at or near the time proposed, having regard to Council's existing work schedule;
- b) whether the scope of works applied for is of a nature provided for by other businesses operating within the region, or readily accessible by the business within the region and if so, the reasons why application has been made to Council; and
- c) the quoted cost.

Determinations as to whether the application is approved or refused will be made by Executive Manager, Infrastructure Services. If approved, applications will be notified via T0039 Private Works Response Letter.

Private works must not occur until applicants sign and return the Private Works Authorisation Form. The quotations and acceptance shall be forwarded to the Departmental Administration Officer.

5.9 Return Margin

A return margin of 15% shall be applied to every quotation exclusive of GST.

6. Variations

6.1 CTRC reserves the right to vary, replace or terminate this Policy from time to time.

7. Associated Documents

- Process Flowchart
- T0039 Private Works Response Letter
- F0387 Application for Private Works
- Schedule of Fees and Charges
- STRAT0064 Sundry Debt Collection Policy.

Document Review			
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Date Adopted by ELT	N/A	Next Review Date	02/2026
ECM No.	437806	Document Contact	Executive Manager Infrastructure Services

