



Policy Title	Overhead Charges Applicable to Works for External organisations
Relevant Legislation/ Corporate Plan	<i>Local Government Act 1993</i> <i>Roads Act 1993</i>
Responsible Officer	Executive Manager Corporate Services and Governance

Policy details may change prior to review date due to legislative changes, therefore this document is uncontrolled when printed.

Objectives

To ensure the recovery of Council's overhead costs when conducting works on behalf of external organisations.

Policy Statement

That Council's on-cost rates by works be set as follows:

- 15% of the total cost of the job be added in order to recover the administration and project management overheads.
- 30% be added to the wages component of the work in order to recover the wages overhead costs.

Scope

This policy applies to the recovery of overhead costs incurred for all works carried out by Council staff and/or its contractors following a request from an external organisation or as a need identified by Council to ensure public safety.

Definitions

Nil

Legislative Context

Local Government Act 1993 and Roads Act 1993.

Principles

The Executive Manager Corporate Services and Governance will be responsible for administering the principles and that appropriate steps are taken to ensure that on-costs are recovered on matters relating to the works carried out by Council.

DATA AND DOCUMENT CONTROL		
Division: City Governance Section: Financial Services Record No: CDO-24/532	Adopted Date: 18/4/89 Revised Date: 13/08/2024 Minute Number: 271 Review Date: 30/09/2028	Page: 1 of 2

Responsibility

The Executive Manager Corporate Services and Governance may delegate their responsibility to the Senior Revenue Accountant to ensure proper procedural documentation is maintained at a level satisfactory to Council and relevant legislation.

Effectiveness of this Policy

Key performance indicators:

1. Proper documentation is retained in support of the amount claimed.
2. All costs are recovered in an efficient and timely manner.

END OF POLICY STATEMENT