



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:

1. 15% of the total cost of the job be added in order to recover the administration and project management overheads.
2. 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

<b>Division:</b> City Governance <b>Section:</b> Financial Services <b>DocSet:</b> 1555276	<b>Adopted Date:</b> 18/4/89 <b>Revised Date:</b> 23/04/2021 <b>Minute Number:</b> 050 <b>Review Date:</b> 30/06/2024	<b>Page:</b> 1 of 2 <b>Print Date:</b>
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**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**