



WEDDIN SHIRE COUNCIL

POLICY NUMBER: 1.9.5

POLICY FOR UNDERTAKING PRIVATE WORKS

Adopted: 16 March 2017

POLICY FOR UNDERTAKING PRIVATE WORKS (NO. 1.9.5)

1. **Title:** Policy for Undertaking Private Works
2. **Number:** Policy Number 1.9.5
3. **Purpose**
The purpose of this policy is to set down procedures for undertaking works or services for members of the community.
4. **Application**
The policy applies to works and services primarily on private property, which are carried out by Council on account of a private individual, company or organisation.
5. **Associated Legislation and Other References**
Local Government Act 1993, section 67.

Council's annual Operational Plan, section 9, Fees and Charges (as amended).
6. **Policy**
 - i) an approved Agreement Form is to be signed **prior to any work commencing**.
 - ii) work may be carried out for approved landowners on credit, provided the cost exceeds Council's minimum charge.
 - iii) work may be carried out for landowners at less than Council's minimum charge, or for non-landowners to any amount, subject to payment in advance or on-the-spot.
 - iv) works estimated to cost more than \$2000 require the prior approval of the General Manager.
 - v) deposits may be required in some circumstances.
 - vi) accounts shall be prepared using the hire rates specified in Council's annual Management Plan.
 - vii) where a written quotation is given, the account shall be prepared in accordance with the quotation.
7. **Non-Compliance**
Non-compliance with this policy may necessitate legal action by Council to recover any unpaid cost of the work, and may render an employee liable for disciplinary action.
8. **Review and Amendment**
 - This policy shall be reviewed at four (4) yearly intervals, to ensure it meets all statutory requirements and the needs of Council.
 - This policy may be amended or cancelled by Council at any time without prior notice or obligation to any employee.
9. **Adoption**
 - This policy commences as from the date of adoption by Council, being 16 March 2017 and replaces any previous policy.
10. **History**

Version	Details
1.9.1	Adopted 18 January 1983
1.9.2	Adopted 13 December 2007
1.9.3	Reviewed 18 June 2009 (unchanged)
1.9.4	Adopted 21 March 2013
1.9.5	Adopted 16 March 2017