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|  | <b>POLICY# 5.12</b><br><b>Goods &amp; Services Provided by Council (Private Works)</b><br><b>POLICY AREA</b><br><b>Finance</b> | Version No:  | 2        |
|   |  | Issued:      | Nov 2015 |
|   |  | Next Review: | Feb 2018 |

### Aims & Objectives

To provide direction for Council Officers on the completion of Private Works.

To maintain private works documentation for the invoicing of private works completed by Council.

### Policy Detail

1. The Council may provide works and services to the general public on a 'fee for service basis' where the provision of those works and services are beyond the responsibility of the Council.
2. The Chief Executive Officer will cause the following to occur:-
  - (a) Provide a written estimate - where the estimate is a guide but actual costs are charged.
  - (b) Provide a written quotation - where Council will be bound to perform to the written quotation.
3. All quotations and acceptance of estimated projects over \$20,000 shall be approved by Council.
4. The Chief Executive Officer shall cause sufficient credit check/bond provisions to be made to safeguard the Council from performing work for non payment.
5. These provisions do not apply to the reinstatement of streets, roads and footpaths undertaken by the Council as a result of construction work by a utility department or authority.

### Documentation

6. A private works requisition form is to be completed for all private works by the Manager Works or Supervisor Works prior to the commencement of the work. The requisition form is to be forwarded to the Finance Officer with the timesheets or before. A purchase order number should be obtained from the customer and included on the private works form and debtor's invoice. A copy of the private works form, which shall be signed by an authorised officer, will be provided to the Deputy Chief Executive Officer ["DCEO"] prior to works commencing and an invoice is required to be sent to the customer.

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- 7. An invoice must be produced from the information contained on the private works requisition form.
- 8. All invoices are to be reviewed by an authorised officer before they are issued to the debtor.

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**Strategic Link:**

**Delegation:**

**Documentation (Legislation & Forms):**

**Authority:** Adopted by Council: 10/10/2015 {Motion 7c/112015}

SIGNED: .....  
Responsible Officer

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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