



LEETON  
SHIRE COUNCIL

**DRAFT**  
**PRIVATE WORKS POLICY**  
JULY 2022

## DOCUMENT CONTROL

<b>RESPONSIBLE OFFICER:</b>	Group Manager Operations				
<b>REVIEWED BY:</b>	Senior Management Team				
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## REVIEW OF THIS DOCUMENT

This document will be reviewed every 4 years or as required in the event of legislative changes or operational requirements.

Any major amendments to the document must be made by way of a Council Resolution. Minor amendments such as corrections to spelling, changes to wording for improved clarity, formatting and updates to the Appendixes may be made without approval from the Council.

# CONTENTS

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1. Purpose.....	4
2. Scope .....	4
3. Roles and Responsibilities.....	4
3.1 General Manager.....	4
3.2 Group Managers .....	4
3.3 Managers .....	4
4. Definitions .....	4
5. Supporting Documents .....	4
6. Legislation.....	4
7. Policy Procedure.....	4

# 1. Purpose

To provide the community with access to Council's skill, plant and equipment on a commercial fee for service basis, without disadvantaging local contractors and subject to it being convenient to Council's works program.

Where it is not possible for works to be carried out by local contractors, this sets out a framework for performing private works that is transparent, objective and consistent.

# 2. Scope

This policy document applies to Council employees who have delegation to authorise private works.

# 3. Roles and Responsibilities

There are several positions in the organisation that a responsibility under this policy:

## 3.1 General Manager

The General Manager has ultimate authority to authorise private works and determine which staff are delegated to authorise private works.

## 3.2 Group Managers

Group Managers are accountable for ensuring staff are resourced to undertake private works as well as ensuring adherence to Council's policies and procedures. Group Managers must manage any breach of the Policy within their areas of responsibility.

## 3.3 Managers

Council's Managers have the following responsibilities:

- Liaising with members of the public or companies to scope and estimate costs of private works.
- Ensuring that appropriate cost centres (Ledgers and Work Orders) are set up to accurately capture costs for invoicing purposes.
- Ensuring that invoices are issued promptly after private works are complete.

# 4. Definitions

**Private Works** – Construction or maintenance of civil infrastructure that is not owned, operated or the responsibility of Leeton Shire Council.

# 5. Supporting Documents

Private Works Agreement Form  
Request for Debtors Invoice Form

# 6. Legislation

*Local Government Act 1993*

# 7. Policy Procedure

1. A request to undertake private works is received. This request should be written in email format as

a minimum standard.

2. The relevant Manager will liaise with the requestor to finalise the detailed scope of works. An estimated cost and timeframe will be determined. These details will be detailed on the Private Works Agreement Form.
3. The Form will be issued to the requestor. Once the requestor is happy with the agreement they will sign the form, authorising the works to proceed. Once authorisation is obtained, the Manager will request an invoice is raised for a 50% deposit of the estimated cost of the works.
4. Once the deposit has been paid the Manager will organise and ensure the works are undertaken to the scope.
5. Once works are complete, the Manager will request an invoice is raised to the requestor for the remaining outstanding works. Where relevant, works will be undertaken and charged as per Council Revenue Policy and fees and charges.



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## Private Works Agreement

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Trim No.

The agreement is for the following works to be undertaken:

**SCOPE OF WORKS**

ESTIMATE COST    \$.....

I .....  
of .....  
agree to pay Leeton Shire Council the amount of \$.....  
to undertake the works as described in this agreement.