



**LEETON SHIRE COUNCIL**  
*Preserving the Past, Enhancing the Future*

# **LEETON SHIRE COUNCIL POLICY**

## **FINANCE – PRIVATE WORKS**

## **PREAMBLE**

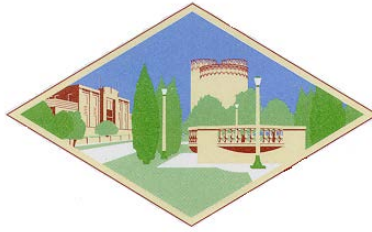
From time to time Council is requested to undertake Private Works in conjunction with programmed Council works or when Council is the only service provider of that service in the local area.

## **POLICY & PROCEDURE**

- 1) That a detailed estimate is prepared by the applicable Department who is providing the service, for all private works and if acceptable "Private Works Agreement" form be duly authorised by the purchaser.
- 2) That all private works must pay 50% of estimated costs prior to commencement of works.
- 3) That a final invoice be raised on completion of work for the remaining cost and be due and payable immediately.

## **ATTACHMENTS:**

- Private Works Agreement Form



## **PRIVATE WORKS AGREEMENT**

This agreement is for the following works to be undertaken:

### SCOPE OF WORKS

**ESTIMATE**

**\$**

I

.....

of

.....

agree to pay Leeton Shire Council the amount of \$ .....

to undertake the works as described in this agreement.

SIGNATURE .....

DATE: .....

**Policy History:**

<b>Date of Adoption/Amendment</b>	<b>Resolution Number</b>
23 October 2002	02/568
26 June 2013	13/136
22 February 2017	17/018