

## **CP49 - PRIVATE WORKS**

### **Priority of Works**

Council will undertake Private Works for the purpose of providing a Customer Service and to ensure full utilization of Council Labour, Plant and Equipment Resources where appropriate.

Private works will be carried out on a full recovery basis including appropriate overheads for staff time and administrative costs.

Procedures for Private Works will be reviewed on an annual basis.

Private works will only commence after the signing of an agreement between a Council employee and a ratepayer or customer that is responsible for the debt and will be a legally binding document if the need arises for recovery of the debt.

Before commencement of Private Works, the Finance area must be contacted to confirm that there are no existing outstanding debts between the customer and Council.

In some instances, Council may require a deposit or payment in full for intended works prior to the commencement of the works.

Works will not be carried out with the intention of entering into competition with a local supplier.

All Private Works will be carried out at the discretion of the Director Operations and will not disrupt Council's Works Program.