Policy Number:	WRK 3
Policy Type:	Works
Policy Name:	**Private Works**
Policy Owner:	Manager Infrastructure
Authority:	Shire of Nannup

POLICY

1. That all works costings for private works be authorised by the Manager Infrastructure or Chief Executive Officer.

2. Private Works customers are to agree to the quote by way of signature of the standard Shire of Nannup form.

3. The standard form is to contain exact specification of works to be performed and amount of works.

4. All monies are to be paid prior to commencement of works unless prior arrangements are made with the Chief Executive Officer or the Manager Infrastructure.

5. Any deviation to specifications are to be costed and paid for prior to commencement.

6. The Chief Executive Officer and the Manager Infrastructure do not have the power to refund any monies paid. All applications must be submitted in writing for local government consideration.

7. The local government will charge a 20% administrative fee on any large private works jobs where the local government's direct costs applied. (Direct Costs are actual cost to the local government)

Related Policies	
Related Procedures/Documents	
Delegated Level	
Adopted	OM 9 July 1992
Reviewed	OM 28 January 2016