



**APPLICATION FOR PRIVATE WORKS**

**Date:** .....

**Applicant's Full Name:** .....

**Contact Phone Number:** .....

**Postal Address/Email Address:** .....

.....

**Description of Works Required:** .....

.....

.....

**Location of Works:** ..... **Town:** .....

**PID (If Applicable):** .....

**Total Cost (Inc GST): \$** ..... **Invoice Required:** .....

*Where applicable, plant travelling time, overtime and penalty rates will apply.*

*I hereby request that Glamorgan Spring Bay Council carry out the work described above and I agree to pay  
the invoice cost within 30 days trading terms.*

**Applicant Signature:** ..... **Date:** .....

**Approval Manager Signature:** ..... **Date:** .....

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**OFFICE USE ONLY**

**Date Of Completion:** .....

**Labour:** \$ .....

**Plant:** \$ .....

**Equipment/Materials:** \$ .....

**10% GST:** \$ .....

**Total Cost:** \$ .....

**Supervisors Name:** ..... **Signed:** .....

# **GLAMORGAN SPRING BAY COUNCIL**

## **CONDITIONS OF HIRE**

- 1.** Council carries out all private works on an interim basis or as a Contractor.
- 2.** Estimates provided are valid for a period of sixty (60) days and are only estimates. If cost are likely to be substantially higher or lower one the job commences than this will be further negotiated in a timely manner prior to the completion of works.
- 3.** Works will not commence until this “Application for Private Works” has been completed, signed and approved.
- 4.** Council is to be responsible for site supervision wherever possible ensuring the works are completed to the hirer’s requirements and satisfaction.
- 5.** All items of machinery to be hired will be operated by a Council employee only, unless approved by the relevant Manager.
- 6.** All machinery shall be operated in a skilful and proper manner and the hirer shall not ask or expect Council to use machinery in an area or in a manner where risk or danger to the operator or damage to the machinery or property may occur.
- 7.** The hirer shall indemnify and keep indemnified the Council in respect of any actions, suits, proceedings costs, claims, damages and demands brought or made by any person or persons, corporation or corporations, authority or authorities in respect of any accident, injury or damage or alleged accident, injury or damage in consequence or arising out of the operation of machinery by an employee of Council or any other person for whose acts the Council might be responsible in connection with the operations of the machinery.
- 8.** Council plant will be costed at the rates indicated in the Management Plan. A Council margin of 15% plus GST applies to all costs and charges arising as a result of the works.
- 9.** Where it has been necessary to acquire material by mechanical means and/or pay royalties, the per cubic metre cost of the material will be inclusive of these costs.
- 10.** Where wages are involved outside normal working hours or on weekends, or Public Holidays, the employee will be charged out in accordance with the provisions of the Municipal Employees (Country Council’s) Award.
- 11.** Where it is necessary to “call back” an employee or commit any employee to work outside normal working hours than the usual penalty rates will be charged.