

## PRIVATE WORK REQUEST FORM

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Request No: \_\_\_\_\_

Customer Contact: (please circle) In person Telephone Written Email

Rate Importance: High (today) ☐ Medium (within 2 weeks) ☐ Low (other) ☐

### Customer Details:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_  
Mobile \_\_\_\_\_ Fax \_\_\_\_\_

### REQUEST FOR WORKS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Required: \_\_\_\_/\_\_\_\_/\_\_\_\_

Quote of Works: *(Supplied by Works Manager)*

\_\_\_\_\_  
\_\_\_\_\_

### Conditions of Private Works

1. I agree to pay current Council Plant Hire and Material Charges Rates.
2. I am responsible for making out and supervising works.
3. Council is not responsible for damage to property, foundations, cables, etc, caused when working within the client's instructions.
4. Council is not responsible for any expenses whatsoever incurred through breakdown or delay.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

#### OFFICE USE ONLY

Debtor Name: \_\_\_\_\_

Date Inv Raised: \_\_\_\_\_ Request No \_\_\_\_\_

Invoice No: \_\_\_\_\_

Total Amount: \_\_\_\_\_

**PLANT HIRE RATES** (GST inclusive)

**PLEASE NOTE:** Penalty Rates apply out of normal working hours.

**Normal Time:** Monday to Thursday 7:00am – 4:00pm, Friday 7:00am – 3:30pm (excluding RDO's)

**Time and a Half:** After 4:00pm Monday to Thursday, or 3:30pm Friday.

**Double Time:** Saturday or Sunday (Minimum 3 Hours)

**Public Holiday:** This will be charged at triple time and a half. (Minimum 3 Hours)

Plant hourly rate includes labour. Hours charged will include the time spent on transporting plant of equipment to and from job. Council will undertake the job when convenient with existing road program. If works need an urgent basis, extra charges may apply.

Description	Hourly Rate	Hours/Qty	Cost
Grader WM017	\$195.00		
Loader WM016	\$175.00		
Isuzu Dual Cab Truck WM003	\$120.00		
Prime Mover and trailers WM136	\$195.00		
Roller WM160	\$125.00		
Skid Steer WM830	\$105.00		
Tree Planter (per day, no operator)	\$110.00/day		
Labour/hour (minimum 1 hour) (Mon-Fri)	\$105.00		

**FOLLOW UP NOTES/COMMENTS**  
**Office use only**

**Action Required:** - (summarise action taken)

Who will respond? \_\_\_\_\_  
When? \_\_\_\_\_  
Date Job Started: \_\_\_\_\_  
Date Job Finished: \_\_\_\_\_