


# Private Works – Prepayment Policy

<b>Date policy was adopted:</b>	19 December 2018	<b>CEO Signature and date</b> 
<b>Resolution number:</b>	454/18	
<b>Next Policy review date:</b>	December 2020	
<b>Reference number:</b>	SF160365	
<b>Strategic Pillar</b>	Connection	
<b>Responsible Branch</b>	Contracts and Projects	20 December 2018

# Private Works – Prepayment Policy

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## 1. OUTCOMES:

- 1.1 Occasionally Queanbeyan-Palerang Regional Council may be requested to undertake private works by individuals or organisations. In undertaking these works Council needs to ensure it is not financially exposed.

## 2. POLICY:

- 2.1 That Council requires pre-payment in full before any works are carried out on behalf of private individuals or organisations.

## 3. SCOPE OF THE POLICY:

- 3.1 This policy applies to individuals and/or organisations which request Council to undertake private works on their behalf.

## 4. DEFINITIONS:

- 4.1 Nil.

## 5. LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS:

- 5.1 Nil.

## 6. CONTENT:

- 6.1 Nil.

## 7. PERFORMANCE INDICATOR:

- 7.1 No private works undertaken prior to full payment being received.