

SHIRE OF WONGAN-BALLIDU WORKS REQUEST FORM



Customer Request No:.....

PO Box 84
Cnr Quinlan Street & Elphin Crescent
Wongan Hills 6603
Telephone: 96711011
Facsimile: 96711230
Email: shire@wongan.wa.gov.au

- MANAGER WORKS & SERVICES
- BUILDING SERVICES CO-ORDINATOR
- FINANCE
- RANGER
- OTHER.....

DATE :..... TAKEN BY :.....

URGENT : YES/NO

Name:
Address:
Phone:
Email:

- | | |
|---|-------------------------------------|
| REQUEST ORIGIN | VIA |
| <input type="checkbox"/> Ratepayer/Resident | <input type="checkbox"/> Telephone |
| <input type="checkbox"/> Councillor | <input type="checkbox"/> Letter/fax |
| <input type="checkbox"/> Council Officer | <input type="checkbox"/> Counter |
| <input type="checkbox"/> Local Business | <input type="checkbox"/> Email |
| <input type="checkbox"/> Other authority | |

LOCATION: _____

DETAILS OF REQUEST/COMPLAINT:

ROADS <input type="checkbox"/> Potholes <input type="checkbox"/> Kerb & Gutter <input type="checkbox"/> Spills/Foreign Matter <input type="checkbox"/> Road Markings <input type="checkbox"/> Grading <input type="checkbox"/> Gravel Required <input type="checkbox"/> Maintenance <input type="checkbox"/> Patch/Re-seal <input type="checkbox"/> Tree on Road <input type="checkbox"/> Other	FOOTPATHS <input type="checkbox"/> Slip/Trip <input type="checkbox"/> Broken <input type="checkbox"/> Uneven <input type="checkbox"/> Reinstate <input type="checkbox"/> Verge <input type="checkbox"/> Other	DRAINS <input type="checkbox"/> Blocked <input type="checkbox"/> Broken Pits/Lids <input type="checkbox"/> Flooded <input type="checkbox"/> Maintenance <input type="checkbox"/> Upgrade <input type="checkbox"/> Required <input type="checkbox"/> Kerb & gutter <input type="checkbox"/> Other	SIGNS <input type="checkbox"/> Damaged <input type="checkbox"/> Illegible <input type="checkbox"/> Found <input type="checkbox"/> Maintenance <input type="checkbox"/> Missing <input type="checkbox"/> Relocate <input type="checkbox"/> Incorrect <input type="checkbox"/> Required <input type="checkbox"/> Other	PARKS & GARDENS <input type="checkbox"/> Vandalism <input type="checkbox"/> Mowing <input type="checkbox"/> Slashing <input type="checkbox"/> Spraying <input type="checkbox"/> Reticulation <input type="checkbox"/> Amenities <input type="checkbox"/> Playground <input type="checkbox"/> Maintenance <input type="checkbox"/> Landscaping <input type="checkbox"/> Other
PARKING <input type="checkbox"/> Linemarking <input type="checkbox"/> Required <input type="checkbox"/> Signage <input type="checkbox"/> Issues <input type="checkbox"/> Other	TREES & VEGETATION <input type="checkbox"/> Prune <input type="checkbox"/> Remove <input type="checkbox"/> Dangerous <input type="checkbox"/> Tree Roots <input type="checkbox"/> Ants/Bees/Termite <input type="checkbox"/> Other	FIRE CONTROL <input type="checkbox"/> Firebreaks <input type="checkbox"/> Vacant Blocks <input type="checkbox"/> Verge <input type="checkbox"/> Query <input type="checkbox"/> Other	COUNCIL BUILDINGS/HOUSING <input type="checkbox"/> Cleanliness <input type="checkbox"/> Damage <input type="checkbox"/> Vandalism <input type="checkbox"/> Maintenance <input type="checkbox"/> Lighting not working <input type="checkbox"/> Lack of Lighting <input type="checkbox"/> Amenities <input type="checkbox"/> Other	
RANGER <input type="checkbox"/> Nuisance Dog <input type="checkbox"/> Nuisance Cat <input type="checkbox"/> Dog Attack <input type="checkbox"/> Dog/Cat roaming <input type="checkbox"/> Livestock Complaints <input type="checkbox"/> Unauthorised animals	RANGER continued <input type="checkbox"/> Bins emptyiing <input type="checkbox"/> Trap Hlre <input type="checkbox"/> Animal Registration enquiry <input type="checkbox"/> Other	RATES <input type="checkbox"/> Property Enquiry <input type="checkbox"/> Rate Enquiry <input type="checkbox"/> Request for monies <input type="checkbox"/> Other		

OFFICE USE ONLY

PRIORITY FOR ACTION

- 1. To be completed today
- 2. To be completed within 24hrs (1 Day)
- 3. To be completed within 7 days
- 4. To be completed within 14 days
- 5. To be completed within 30 days
- 6. To be completed within 60 days

PRIORITY FOR BUDGET

- 1. Immediate Action – Fund from current budget
- 2. High Priority – Fund at next budget review
- 3. Medium Priority – Fund for next years budget
- 4. Low Priority – List for future budget, consider necessary
- 5. Uneconomical/Unjustified – doesn't comply with policy

ACTION TAKEN

- | | | |
|--|--|--|
| <input type="checkbox"/> Work Completed | <input type="checkbox"/> Advised Request Originator | <input type="checkbox"/> Advised other section (eg building) |
| <input type="checkbox"/> No Action necessary | <input type="checkbox"/> Advised Other Authority (eg MRWA) | <input type="checkbox"/> Work Required in Next Budget |

Comment: _____

Signature: _____
ACTION OFFICER

Date: _____