



**Shire of Goomalling**  
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## WORKS REQUEST FORM

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date of  
request:

Name:

Address:

e-mail:

phone  
number:

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service type:

description of  
problem:

urgency level:

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### Office Use Only:

Received by

Received via

Completed by:

Receipt Date

Date

## Office Use Only:

Department

### AREA/ISSUE

<b>Roads</b>	Grading	Guide posts	Kerb
	Line marking	Pot hole	
	Other		
<b>Verges</b>	Pruning (trees/shrubs)	Slashing	
	Spraying		
	Other		
<b>Drains &amp; Culverts</b>	Clean	Install	
	Maintenance (pipe/headwall)		
	Other		
<b>Signs</b>	Graffiti/vandalism	Relocate	
	Replace - missing	Replace - needs updating	
	Required- New		
	Other		
<b>Footpaths</b>	Broken/trip hazard	Glass	Graffiti/vandalism
	Prune (trees/shrubs)	Rubbish	Other
<b>Parks</b>	BBQ	Car park	Equipment/furniture
	Graffiti/vandalism	Prune (trees/shrubs)	Reticulation
	Other		
<b>Shire buildings</b>	Air-conditioning	Alarm (smoke or security)	
	Doors	External - walls/roof/painting	
	Fencing	Gutters	
	Internal - walls/ceiling/painting	Locks	
	Water (system/taps/drains)	Windows	
	Other		

**PLEASE NOTE:** cats, dogs, livestock, other animals and firebreaks are Ranger Services. Abandoned vehicles, illegal dumping, nuisance vehicles and rural numbering report to CEO.