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| Office Use Only**Murrindindi Shire Council**Community Asset Committee Maintenance Request**Copy of NewLogoVertBW1**Request No. |
| File No. |

**EMAIL to** **governance@murrindindi.vic.gov.au**

**All enquiries to Cassandra Ray, Corporate Governance Officer (03) 5772 0333**

**What needs to be done?:**

**Location is:**

If request is for road maintenance - is road?: Sealed ❑ Unsealed ❑

**Customer Details:** Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Community Asset Committee:

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

Position on Committee:

Postal Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Town:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact No(s).: Work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile:

## Office Use Only

 Request taken by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_

Land Ownership / Management status:

Lease / Licence / User Group arrangement:

Department referred to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Action Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Level of urgency: Urgent (high risk) Hazard (lower risk) Routine

Indicative target time to inspect & assess road maintenance requests

 (3 hours) (2 working days) (10 working days)

 Capital Works

**Notes:**

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

 **TARGET COMPLETION:** (write in date)

**Completed Details:**

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