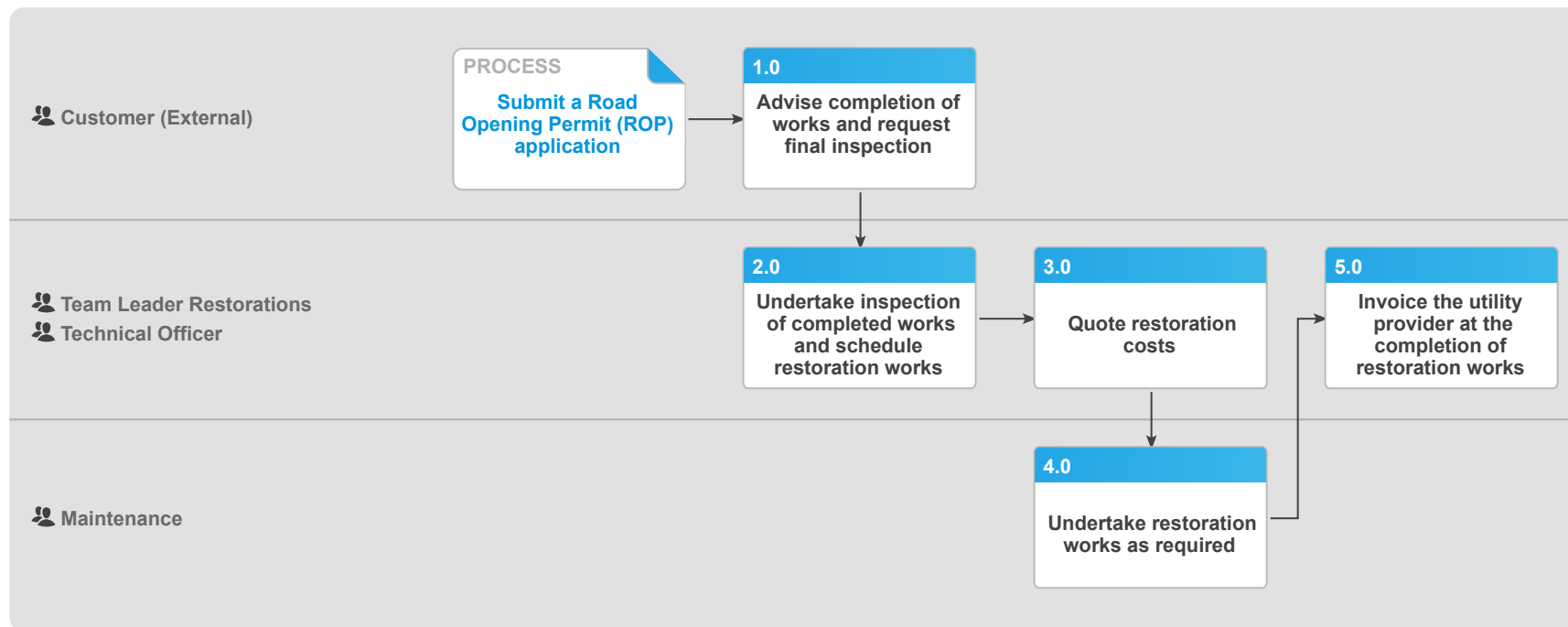


Undertake asset restoration works on behalf of customer



Undertake asset restoration works on behalf of customer

Summary

Objective

Coordinate and undertake asset restoration works following utility installation works on behalf of external customers

Background

This process applies to utility installation works undertaken by external service providers as approved following the "Submit a Road Opening Permit (ROP) application" process

Procedure

PROCESS Submit a Road Opening Permit (ROP) application Customer (External)

1.0 Advise completion of works and request final inspection Customer (External)

- a Immediately following the completion of works, contact the relevant Council Officer as detailed in the ROP notice of determination to advise of the completion of works and to arrange an inspection of the completed works

2.0 Undertake inspection of completed works and schedule restoration works Team Leader Restorations, Technical Officer

- a Conduct site inspection of completed works and record any issues identified
 - NOTE** What if issues are identified and/or works have not been completed in accordance with Council's approval and/or specifications?
Contact applicant and advise of the issues identified. Provide recommendations as to how the issues can be rectified and ensure issues are resolved before progressing with permanent asset restorations.
- b Assess the site for hazards present and associated risk(s)
- c Assess the quality of temporary restorations undertaken
- d Confirm site sizes as quoted by the utility provider
- e Identify requirements for asset restoration works to be undertaken by Council

- f Schedule, coordinate and initiate the restoration works required based on a risk priority

3.0 Quote restoration costs Team Leader Restorations, Technical Officer

- a Provide a quote of costs for the restoration works required and issue to the utility provider

4.0 Undertake restoration works as required Maintenance

- a Undertake and complete the restoration works as required

5.0 Invoice the utility provider at the completion of restoration works Team Leader Restorations, Technical Officer

- a Issue invoice to the utility provider for works completed