	<h1>Request for Service Policy and Procedure</h1>	Version No:	1.3
		Issued:	17 May 2016
		Last Review:	October 2020
		Next Review:	October 2022

Name of Council	Wudinna District Council
GDS40 File reference	5.8
Responsibility	Strategic Management
Policy Status	Mandatory (S 270 Local Government Act 1999)
Minutes reference:	10.6.1 - 20 October 2020
Next review date:	Council will endeavour to review this policy every 2 years
Applicable Legislation:	<i>Local Government Act 1999, Section 270</i>
Related Policies/ Procedures:	Ancillary Services & Activities Policy and Procedure Complaints Policy Complaints Procedure Ombudsman Enquiry Procedure

INDEX

Clause	Title	Page
1	Introduction	1
2	Definitions	2
3	What is a Request for Service	2
4	Policy Statement	3
5	Timeframes for a Response	3
6	Recording Requests for Services	3
7	Review and Evaluation	4
8	Availability of Policy	4
Annexure A	Request for Service Procedure	5

1. INTRODUCTION


Local Government delivers an extensive range of services and infrastructure to communities and discharges obligations under many pieces of legislation. Providing services to the community is a key component of Council's operations and requests for work to be undertaken or a service provided are a daily occurrence.

Council is committed to the provision of quality service to customers and aims to provide services fairly and efficiently. It also monitors requests to identify ways in which it can proactively improve its services.

Section 270 of the *Local Government Act 1999* requires Council to develop and maintain a policy about "any reasonable request for the provision of a service by the Council or for the improvement of a service provided by the Council."

This policy aims to:

- 1) provide guidance on what may constitute a reasonable request for a service or an improvement to a service;
- 2) distinguish between requests, complaints and feedback to Council and give direction on management of requests;
- 3) establish a standardised process for assessing and processing requests including the collation of information which can be used to directly inform service improvements.

	<h1>Request for Service Policy and Procedure</h1>	Version No:	1.3
		Issued:	17 May 2016
		Last Review:	October 2020
		Next Review:	October 2022

1.1 Principles Underlying the Policy

This policy is based on five principles, which will be fundamental in the way Council approaches requests for service. They are:

- 1) Fairness: treating customers fairly requires impartiality, confidentiality and transparency at all stages of the process;
- 2) Accessibility: to be accessible there must be broad public awareness about Council's policy and a range of contact options;
- 3) Responsiveness: this will be achieved by providing sufficient resources, well trained staff and review and improvement of the systems;
- 4) Efficiency: customer requests will be dealt with as quickly as practical while adhering to this policy;
- 5) Integration of different areas of Council where the customer request overlaps functional responsibilities.

In processing requests for service emphasis will be placed on:

- 1) Public safety and emergencies
- 2) Fulfilling Council's strategic and business plans
- 3) Using Council resources effectively
- 4) Guidelines and conditions of externally funded programs (eg Home and Community Care).

2. DEFINITIONS

Council refers to the Wudinna District Council.

Employee includes a person employed directly by the Council in a full time, part time or casual capacity (whether that position is permanent or contractual) and persons providing services to, or on behalf of, the Council even though they may be employed by another party.

Business Day means a day when the Council is normally open for business, i.e. Monday to Friday, excluding public holidays.

3. WHAT IS A REQUEST FOR SERVICE?

A **Request for Service (aka Service Request)** is an application to have Council or its representative, take some form of action to provide or improve a Council service.


Council also receives complaints and feedback across all areas of operations and clarification may be necessary to make the distinction for the purposes of this policy.

A **Complaint** is an expression of dissatisfaction with a service which has, or should have, been received. Council's Complaints Policy defines a complaint as:

"An expression of dissatisfaction with a product or service delivered by the Council or its representatives that has failed to reach the standard stated, implied or expected. This includes complaints about a service that has been, or should have been delivered."

Where Council has failed to meet the normal standards for a service which has been, or should have been, delivered the Complaints Policy and the associated procedures apply. Where ambiguity exists, Council will deal with a matter as a request for service, rather than a complaint, in the first instance.

Feedback can take the form of comments, both positive and negative, about services provided by Council without necessarily requiring a corrective action, change of services or formal review of a decision. Feedback may, however, influence future service reviews and delivery methods.

	<h1>Request for Service Policy and Procedure</h1>	Version No:	1.3
		Issued:	17 May 2016
		Last Review:	October 2020
		Next Review:	October 2022

4. POLICY STATEMENT

Requests for service will be assessed in the context of the services and work provided for in the Council's Annual Business Plan and Budget and according to the conditions of externally funded programs.

4.1 Reasonable Request for Service

In determining how to respond to a request for service Council will consider:

- 1) An assessment of risk
- 2) Statutory responsibilities
- 3) The content of Council's Strategic Management Plans, Annual Business Plans, annual works program and Annual Budget
- 4) Relevant Council policies and codes
- 5) Established service standards and response times for regular Council activities.

4.2 Processing a Request for Service

In Council's experience, most requests fit within well established guidelines which will be explained to an applicant at the outset. Council aims to manage requests efficiently and effectively. Employees are provided with a level of authority to advise applicants of the likely timeframe to complete the action required. Where further evaluation is necessary before committing Council to undertake the work the applicant will be informed accordingly. If a request cannot be fulfilled in a reasonable timeframe the applicant will be advised, including an explanation of why this decision was taken.

Where an applicant is not satisfied with the Council's decision, it is open to the applicant to lodge a complaint against the decision under Council's Complaints Policy and Procedure.

5. TIMEFRAMES FOR A RESPONSE

The circumstances of individual requests for service will vary greatly. In the majority of cases requests will be processed promptly and the applicant advised verbally or by return post/email.

Routine requests are often subject to service response standards. For example, uncollected rubbish bins will be collected within 48 hours and the assessment of public safety concerns will occur, where practicable, on the same day as the request is received. Other requests may be best suited to scheduling to coincide with work in a particular area or season. Examples of this include tree pruning on Council streets and attention to minor drainage problems. Requests for major works or new services will be referred to Council for consideration as part of the next annual cycle of review and public consultation.


Council staff will respond within ten [10] business days advising of Council's intentions in regard to the request.

6. RECORDING REQUESTS FOR SERVICE

A person can make application for a service in a number of ways:

- 1) Completion of Council's ServiceRequest form via Website
- 2) Telephone
- 3) Fax
- 4) Email
- 5) Letter
- 6) Petition to Council
- 7) Visit the Council office

All requests will be recorded in Council's records management system in such a way that the information can also be analysed for service improvement opportunities.

	<h2>Request for Service Policy and Procedure</h2>	Version No:	1.3
		Issued:	17 May 2016
		Last Review:	October 2020
		Next Review:	October 2022

6.1 Rejected Requests


All rejected requests will be recorded and may be reconsidered at a future date, such as in conjunction with the preparation of an Annual Business Plan and associated Budget. Council will receive a report on the number and nature of requests, including the percentage of rejected requests, at least twice a year.

7. REVIEW AND EVALUATION

In order to ensure Council continues to provide the best possible service responses to its customers, this policy will be subject to periodic evaluation and review.

8. AVAILABILITY OF POLICY

This Policy will be available for inspection at Council's principal office during ordinary business hours and on the Council's website www.wudinna.sa.gov.au. Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

	<h1>Request for Service Policy and Procedure</h1>	Version No:	1.3
		Issued:	17 May 2016
		Last Review:	October 2020
		Next Review:	October 2022

Annexure A REQUEST FOR SERVICE PROCEDURE

INDEX

Clause	Title	Page
1.0	Purpose and Scope	5
1.1	Responsibility	
1.2	Records Management	6
1.3	Procedure	6
1.4	General Notes	
1.5	Principals Underlying This Procedure	
2.0	Relevant Documentation	
3.0	Records Management	
4.0	Procedure	
4.1	Review of Procedure	
4.2	Attachments - Service Request	
4.2.1	Recording Requests for Service	
4.3	Deciding How to Respond to Requests for Service	
4.3.1	Rejected Requests for Service	
4.4	Acknowledging Requests for Service and Progress	
4.5	Service Improvement	
4.5.1	Service Reporting	
5.0	Review of Procedure	
6.0	Attachments	
6.1	Customer Action Request	

1. PURPOSE AND SCOPE

Local Government delivers an extensive range of services and infrastructure to communities, and discharges obligations under many pieces of legislation. Providing services to the community is a key component of Council's operations and requests for work to be undertaken or a service provided are a daily occurrence.


Council is committed to the provision of quality service to customers and aims to provide services fairly and efficiently. It also monitors requests to identify ways in which it can proactively improve its services.

Section 270 of the Local Government Act 1999 requires Council to maintain a procedure about "any reasonable request for the provision of a service by the Council or for the improvement of a service provided by the Council."

This Standard Operating Procedure commences at the point that a request for service is received and covers processes for:

- 1) distinguishing between requests, complaints and feedback to Council
- 2) deciding how to respond to the request
- 3) using requests to directly inform service improvements

The aim of this procedure, which is available on Council's website, is to ensure requests for service are addressed in a fair, consistent and structured process which is transparent to all customers. This procedure does not apply to

	<h1>Request for Service Policy and Procedure</h1>	Version No:	1.3
		Issued:	17 May 2016
		Last Review:	October 2020
		Next Review:	October 2022

matters that do not fall within Council's jurisdiction. These types of issues will be referred to appropriate external processes.

1.1 Responsibility

This procedure applies to all Council staff who may be involved in receiving or processing a request for service in the course of their work.

Officers will act reasonably and transparently, demonstrate good customer service, undertake their responsibilities in a proficient manner and use their judgement where necessary to ensure an outcome in line with Council's Request for Service Policy.

1.2 Legislation & Policy

Local Government Act 1999, section 270

Complaints Policy and Procedure

Ancillary Services and Activities Policy and Procedure

1.3 Definitions

Business Day means a day when the Council is normally open for business, i.e. Monday to Friday, excluding public holidays.

1.4 General Notes

Council receives service requests, complaints and feedback across all areas of operations. Clarification may be necessary to make the distinction for the purposes of this procedure.

Council defines a **Request for Service** as:

"an application to have Council or its representative take some form of action to provide or improve a Council service".

Complaints about the activities of third parties [e.g. barking dogs or food premises] are to be treated as Requests for Service in the first instance where this is a reasonable interpretation. However, if the complaint is about the way in which Council has dealt with a matter concerning the activities of a third party, this will be dealt with as a complaint. (See Complaints Policy)

A **Complaint** is an expression of dissatisfaction with a service which has, or should have, been received. Complaints Policy defines a complaint as:

"An expression of dissatisfaction with a product or service delivered by the Council or its representatives that has failed to reach the standard stated, implied or expected. This includes complaints about a service that has been, or should have been delivered."

Where Council has failed to meet the normal standards for a service which has been, or should have been, delivered the Complaints Policy and the associated procedures apply.


Feedback can take the form of comments, both positive and negative, about services provided by Council without necessarily forming the basis of a complaint or a request for service. Council welcomes feedback of all types as an important way of continually monitoring its service standards.

Communication with the customer is an important ongoing process while undertaking the actions necessary to resolve the request. When immediate resolution is not possible, the customer must be regularly kept informed of progress, either by email, letter or personal contact.

1.5 Principles Underlying this Procedure

This procedure, and the policy it accompanies, is based on five principles, which will be fundamental in the way Council approaches requests for service. They are:

- 1) Fairness: treating customers fairly requires impartiality, confidentiality and transparency at all stages of the process;

	<h1>Request for Service Policy and Procedure</h1>	Version No:	1.3
		Issued:	17 May 2016
		Last Review:	October 2020
		Next Review:	October 2022

- 2) Accessibility: to be accessible there must be broad public awareness about Council's policy and procedure a range of contact options;
- 3) Responsiveness: this will be achieved by providing sufficient resources, well trained staff and review and improvement of the systems;
- 4) Efficiency: customer requests will be dealt with as quickly as practical while adhering to this policy and procedure;
- 5) Integration of different areas of Council where the customer request overlaps functional responsibilities;

2. RELEVANT DOCUMENTATION

Requests for Service shall be documented in the appropriate Service Request format ("Service Request" format in Council's Magiq cloud based management system).

3. RECORDS MANAGEMENT

All documents, notes, telephone calls, photographs and correspondence must be retained and stored in accordance with Council's Records Management protocols as required by Section 125 of the *Local Government Act*.

All requests for service must be recorded in Council's records management system in such a way that the information can also be analysed for service improvement opportunities.

4. PROCEDURE

Council welcomes requests for service as a way of improving its services and programs as well as fulfilling the needs of its customers.

4.1 Assisting with the Lodgement Requests for Service

No one should be excluded from lodging a request for service because of any difficulties they may have representing themselves. All staff are expected to offer assistance where appropriate and provide it on request, including assistance in documenting the request in writing when circumstances warrant.

4.2 Receiving Service Request

A person can make a request in a number of ways:

- 1) Completion the appropriate form on Council's website
- 2) Telephone
- 3) Fax
- 4) Email
- 5) Letter
- 6) Visit to a Council customer service office


4.3 Recording Service Requests

Record details of the request in Council's Service Request System, including.

- 1) Date and time of call
- 2) Taken by
- 3) Customer's Name
- 4) Customer's address
- 5) Customer's contact phone numbers and email address
- 6) Comprehensive information about the nature of the request
- 7) Who assigned to
- 8) Does the customer wish to be advised when the work is completed?

4.4 Deciding how to Respond to Requests for Service

Each request must be assessed to determine its nature, how it should be dealt with, when it should be dealt with, and who should be involved.

	<h1>Request for Service Policy and Procedure</h1>	Version No:	1.3
		Issued:	17 May 2016
		Last Review:	October 2020
		Next Review:	October 2022

Experience suggests that the majority of requests can be scheduled and actioned promptly. Some will require direction from a Manager or, occasionally, a decision of Council.

Council's policy provides guidance on how to respond to requests by considering:

- 1) The content of Council's Strategic Management Plans, Annual Business Plans, annual works program and Annual Budget. Does the request fit within the directions and programs which Council has agreed to, and budgeted for?
- 2) Relevant Council policies and codes. Does the request fit within other agreed positions documented by Council?
- 3) Established service standards and response times for regular Council activities. Can the request be accommodated within Council's agreed operating standards?
- 4) An assessment of risk. Does the request relate to a matter which may impact on a public risk or Council risk?
- 5) Statutory responsibilities. Is the request about a matter which Council has a statutory obligation to act upon?

Before determining Council's response, it is also important to consider:

- 1) Public safety and emergencies (the need and requirement of immediate action)
- 2) Using Council resources efficiently and effectively
- 3) The guidelines and conditions which apply to certain externally funded programs (e.g. Home and Community Care)
- 4) The complexity of the response by Council (does it require an integrated approach from more than one department?)

Where possible, Council should advise customers what action will be taken in response to requests at the time of lodging. For routine requests refer to Council's service standards and intended work programs. Lodge the request using Council's preferred Service Request system and advise the customer of the next steps.

More complex requests should be forwarded to the relevant Manager for determination of how to respond. Ensure that the referral occurs promptly and the customer understands the process and timeline for the next action.

Where requests are for major work or new services, they will be considered by Council in the preparation of the next Annual Business Plan.

4.5 Rejected Requests for Service

Where a request cannot be accommodated it is to be identified in the database as a rejected request.

4.6 Acknowledging Requests for Service and Progress

Under the policy, Council aims to respond to customer requests as soon as possible, and at least within [10] business days, advising of Council's intentions in regard to the request. If a request is rejected Council should explain the decision clearly and offer any possible alternative actions available to the customer, including reference to Council's Complaints Policy.


Where work is delayed customers should be informed of progress and the reasons for any delays.

If the customer has asked to be advised when the work is completed, this task is the responsibility of the employee who finalises the request.

4.7 Service Improvement

Learning from requests for service is a way of helping to improve Council's processes and procedures. Council therefore has systems to:

- 1) record, analyse and report on the types of requests for service it receives
- 2) apply the information to improve customer service.

	<h2>Request for Service Policy and Procedure</h2>	Version No:	1.3
		Issued:	17 May 2016
		Last Review:	October 2020
		Next Review:	October 2022

Understanding the number and type of requests initiated by customers may suggest changes to policies, procedures or systems to improve service delivery. It is important to ensure that lessons learnt are put into practice.

All requests for service, including those which are rejected, must be recorded in Council's records management system in such a way that the information can also be analysed for service improvement opportunities.

4.8 Service Reporting

At intervals determined by the number of requests received, the data on requests for service is reported to Executive Management in order to ensure that systemic issues are identified and addressed.

Council is provided with reports containing data about requests for service, actions taken to address to them and changes made as a result at least twice a year.

5. REVIEW OF PROCEDURE

This procedure is to be reviewed two yearly and within six months of a General Election, simultaneously with the Request for Service Policy


6. ANNEXURES

6.1 Magiq Service Request Screen

Blank template of Service Request screen built into Magiq Software


6.2 Website Service Request Screen

Blank template of Service Request screen on Wudinna District Council's website

	<h1>Request for Service Policy and Procedure</h1>	Version No:	1.3
		Issued:	17 May 2016
		Last Review:	October 2020
		Next Review:	October 2022

5.1 Magiq Service Request Screen

Select template	<input type="text"/>	<input type="button" value="Clear Template"/>
Date & time received	03/09/20 <input type="text"/> 11.27 <input type="text"/>	
How Received *	<input type="text"/>	
Caller Name	<input type="text"/>	<input type="button" value="Customer"/>
Given Name *	<input type="text"/>	
Customer	<input type="text"/>	
Business name	<input type="text"/>	
Postal Address *	<input type="text"/> <input type="text"/> <input type="text"/>	
Post Code	<input type="text"/>	
Home Phone *	<input type="text"/>	
Work Phone *	<input type="text"/>	
Mobile Phone	<input type="text"/>	
Email address *	<input type="text"/>	
Complainant Advised	<input type="text"/> <input type="text"/>	
Request Details *	<input type="text"/>	
Complaint	<input type="checkbox"/>	
Attach File	<input type="text"/>	<input type="button" value="Select file..."/>
Date & time of incident	<input type="text"/> <input type="text"/>	
Location	<input type="text"/>	
Location details	<input type="text"/>	
Property	<input type="text"/>	
Asset Number	<input type="text"/>	
Received by	<input type="text"/>	
Division *	<input type="text"/>	
Department *	<input type="text"/>	
Type of Request *	<input type="text"/>	
Officer Assigned *	<input type="text"/>	
Action Required	<input type="text"/>	
Set Priority	<input type="text" value="None Selected"/> ▾	
Time Allowance	5 ▾ 0 ▾ <input type="checkbox"/> urgent	
Deadline *	10/09/20 <input type="text"/> 11.27 <input type="text"/>	
Hold back until	<input type="text"/> <input type="text"/>	
Service Restored	<input type="text"/> <input type="text"/>	
Suppress Caller Details	<input type="checkbox"/>	
Email officer	<input checked="" type="checkbox"/>	
Carbon Copy	<input type="text"/>	
Print form	<input type="checkbox"/>	
Submit Form	<input type="button" value="Add Request + New"/> <input type="button" value="Add Request + View"/>	

	<h1>Request for Service Policy and Procedure</h1>	Version No:	1.3
		Issued:	17 May 2016
		Last Review:	October 2020
		Next Review:	October 2022

5.2 Website Service Request Screen

(Note: complaints, service requests and suggestions)

[Home](#) > [Our Services](#) > [Complaints, Suggestions & Requests](#) > Customer Action Request

Customer Action Request

We are quite happy to answer any queries, and appreciate any comments you may have.

CONTACT DETAILS

Firstname

Surname

Email

Mobile
Enter your mobile number without spaces

Home phone
Enter your mobile number without spaces

Work phone
Enter your mobile number without spaces

Address line 1

Address line 2

Postcode
Enter your postcode without spaces

Suburb

CONTACT US

Follow up contact required?

Yes
No

Description of Complaint / Suggestion / Request?
(include location details if applicable eg street/road, township/nearest landmark)