



CUSTOMER COMPLIMENT

YOUR DETAILS

Name of Person Lodging Compliment:	
Address:	Daytime Contact No:
Email:	Phone:

DETAILS OF YOUR COMPLIMENT

Date of reason for compliment (if relevant):	Time:
Location:	
Who/What is the Subject of Your Compliment:	
Summary of Compliment:	
Signature:	Date:

DIRECTOR ACKNOWLEDGEMENT

Name:	Position:
Staff Member Advised: Yes No	Date:
Date Relevant Documentation Placed on Personnel File:	

LODGEMENT

The Coorong District Council will accept compliments in the following ways:

a) In Writing

- By mailing Council at PO Box 399, Taillem Bend SA 5260
- Faxed to Council on (08) 8572 3822
- By email to council@coorong.sa.gov.au

b) In Person

- By telephoning 1300 785 277
- By attending one of Council's Offices located at Taillem Bend, Meningie and Tintinara.

Council Office	Hours open to Public	Days
Coorong Civic Centre 95-101 Railway Terrace, Taillem Bend	9:00am to 4:30pm	Monday to Friday
Meningie Information Hub 49 Princes Highway, Meningie	9:00am to 4:30pm (closed 12:30pm to 1:30pm)	Monday to Friday
Tintinara Customer Service Centre 37 Becker Terrace, Tintinara	11:00am to 3:00pm	Monday, Thursday & Friday

PROCESSING COMPLIMENTS

- Compliments received will be referred to appropriate Director and/or department and any staff member/s involved.
- Council will keep a specific record of compliments received, identifying the staff member, department and reason for compliment.
- A copy of the letter/form will be kept on the employee's personnel file.