



Office: Roma Administration Centre,  
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## CUSTOMER FEEDBACK FORM

CUSTOMER DETAILS		DATE
<b>Name</b>		
<b>Address</b>		
<b>Telephone Number</b>		
<b>Mobile Number</b>		
<b>Email</b>		
<i>The supply of your personal details is voluntary, however if you do not provide this information Council will not be able to respond to your feedback should a response be required.</i>		
<b>Type of Feedback (please tick✓)</b>	<input type="checkbox"/> Complaint <input type="checkbox"/> Suggestion <input type="checkbox"/> Compliment	
<b>What does your feedback relate to? (please tick✓)</b>	<input type="checkbox"/> Front Counter Service Centre <input type="checkbox"/> Library Services <input type="checkbox"/> Call Centre Service      c Council Facilities <input type="checkbox"/> Outdoor Council Services <input type="checkbox"/> Other Council Services (please specify) .....	
CUSTOMER FEEDBACK		
<b>Customer Signature</b>		

**PRIVACY STATEMENT:**  
 Some of the above information falls within the definition of 'Personal Information' under the Privacy Act 1988. The information is intended for use by Council staff only. The supply of the information to the Council is voluntary, however if you do not provide Council with the information Council may not be able to respond to your feedback. The information will be retained by Maranoa Regional Council and stored within its central records system under the control of its Information Services Department. Your personal information will not be disclosed to the public.



**FOR OFFICE USE ONLY**

<b>Receiving Officer</b>	
<b>Department</b>	
<b>Date Received</b>	
<b>CM9 Number</b>	
<b>Delegate/Workflow</b>	

**COMMENTS/ACTION TAKEN**


- Processing Procedure
- Receiving Officer to file Feedback Form in Content Manger CM9
  - Receiving Officer assigns CM9 document to appropriate delegate or workflow